



Administrative Policy

Policy Title:	Record Retention
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Office Responsible:	President's Office Reviewing Committee: Leadership Council
Related Policies:	
Related Laws:	Federal Insurance Contribution Act, Federal Unemployment Tax Act, Equal Pay Act, Fair Labor Standards Act, American with Disabilities Act, Federal Records Act, The Cleary Act

Policy Summary

This policy defines Jackson College's expectations for the systematic review, retention and destruction of documents received or created in the transaction of the College's business. The policy is designed to ensure compliance with federal and state laws, regulations and accrediting requirements, as well as administrative and board policies. The policy also is intended to eliminate accidental or innocent destruction of records, as well as to facilitate College operations by promoting efficiency and reducing unnecessary storage of documents.

Scope

This policy applies to all College employees and related records as detailed in attachment A.

Definitions

Record: A record is anything containing information reflecting College educational and business transactions regardless of format (i.e., paper, digital, photographic, recordings, etc.). Typical records include official publications, fiscal data, incoming/outgoing correspondence (including e-mail), meeting minutes, reports and student files.

Active Records: Records are considered active when they are generally referred to once a month, or are needed to support the current business activity of an office or division.

Inactive Records: Records are considered inactive when they have not been needed for at least one year, or when their active period has passed.

Permanent Records: Also known as archival records, permanent records have historical, administrative or research value to the College, and the College keeps them indefinitely.

Disposable Records: Unless records (both active and inactive) have been defined as permanent or archival records, they should be destroyed according to the time period shown on the retention schedule. Inactive records should be securely stored until the end of the retention period. The list below describes items, in a typical office, that are not classified as records and therefore do not need to be categorized or maintained. These materials may be destroyed at any time if they are no longer needed by the office holding them.

1. Large quantities of duplicate materials and all duplicates of "official copies"

2. Non-Jackson College published magazines and newspapers
3. Published reports produced by other entities
4. Purchased data from other sources
5. Catalogues, journals or other printed matter created by other entities used for informational purposes
6. Notes or working papers once a project is complete, unless they provide more complete information than the final report

Retention Schedules: The College shall maintain an internal document (see attachment A) describing categories of records, providing a length of time they should be kept and instructions for disposal. State or federal law may determine the period that certain records must be kept. Attachment A, the general retention schedule, also includes any special instructions related to disposal. Departments that deal with the documents listed in the retention schedule shall maintain applicable department-level procedures and associated retention schedules.

Retention Period: The retention period defines the minimum required length of time for which a College office or department is responsible for maintaining records. Records may be stored longer than the retention period but not shorter than it. The retention period may be defined by the College or an external regulatory or legal authority.

Records Destruction: Records destruction is defined as the physical or electronic destruction of a record after it has become obsolete. The method of destruction may be prescriptive in order to maintain required confidentiality.

Record Custodian: A record custodian is an administrative designee who has authority over a particular business practice that requires record retention. Administrators serving in a custodial capacity have responsibility for ensuring effective implementation of this policy in their area of authority and shall develop appropriate department-level procedures for retention.

Litigation Hold: A litigation hold is a communication issued as the result of current or anticipated litigation, audit, government investigation or other similar matter that suspends the normal process of retention and disposal of College records.

Policy Statement

The College shall ensure that its records are preserved to provide documentation of the College's history and to be retained for the periods of time necessary to satisfy the College's business, legal, regulatory and accrediting obligations. Records shall be disposed of in accordance with an established record retention and disposition schedule. Certain records are permanent records and may not be destroyed. The record retention schedule shall be approved by the Leadership Council in consultation with the affected departments. Annual review shall be completed in consideration of best practices and in accordance with applicable laws, regulatory and accrediting requirements.

Whereupon the College has actual notice of litigation or of a government investigation or audit, or has reason to believe that such events are likely to occur, it has the obligation to take steps to

preserve documents that might be implicated in such litigation or investigation. In the event of a litigation hold, all policies for the disposal of documents must be suspended with respect to those matters that are the subject of the hold. When possible, documents held under a litigation hold shall be retained in their original format and shall not be altered or tampered with.

The record custodian of each department is responsible for preparing a list of records used and maintained by the department, and shall compare it to the documents listed in the record retention schedule.

Annually, each department’s record custodian shall review records and forms to determine whether these records and forms are adequate and appropriate for the department’s requirements, which includes identifying special circumstances that may necessitate changes to the retention period.

Protected records shall be maintained in a secure fashion either electronically or in fireproof storage. Records retained electronically shall be backed up according to routine file maintenance procedures.

Date Of Change	Description of Change	Responsible Party
11/17/11	Change log added	A. Goings
12/20/11	Annual review; Added Media/format and Means of Destruction; Added Syllabi and Course outline; and updated header format; Added legal references; and Addition of complaints and appeals, HPF waivers.	N. Miller
2/8/12	Updates made based on PMC request, security retention requirements updated, added requirement that “e-filed” document locations are detailed in departmental process documentation.	M. Fall
5/14/14	Biannual Review and update	K. Hottenstein
12/10/2015	Update for style guide	D. Schissler
9/10/2020	Review for Updates/Changes/Incorporated Items per Legal Advice	S. Perkin, Chief of Staff

General Retention Schedule

This schedule does not include all records that should be retained. Custodians shall consult legal, regulatory, accreditation and best practice standards to develop a retention schedule for records not described below. This schedule applies to all types of records, regardless of media or format, including documents, email, photographs, audiotapes, videotapes, CDs, and DVDs. Retention periods reflect minimum time periods. Records may be retained for longer periods of time at the discretion of the record custodian or as required by legal counsel. Do not destroy any records while they are subject to audit, investigation, or where investigation is probable. Records shall be maintained in an environment that optimizes their continued integrity through the life of their expected retention. Where records are saved in e-file format, it is the department’s responsibility to ensure that the documents exact location is documented in the departmental procedures

General College Operations and Documents

General Type	Description	Retention Period	Custodian	Media/Format	Means of Destruction
Board of Trustees Records	Meeting minutes, agenda, reports, proposals, and supporting documentation	Permanent	President/Chief of Staff	Electronic	NA
State of Michigan exemption letter/BOT By-Laws	State of Michigan exemption letter and the Board of Trustees by- laws	Permanent	President/Chief of Staff	Electronic	NA
IRS Determination Letter	IRS determination letter	Permanent	Vice President of Finance	Electronic	NA
Legal Records	Documentation of legal cases involving the College	Permanent - pleadings and final resolution. All other related information retain 3 years after final resolution of the case.	Executive Vice President/Chief Operating Officer and Legal Counsel.	Electronic & paper	Destruction of records in this category should be made fully unreadable and unable to be reconstructed in any format (paper, electronic, etc.)

Environmental Reports/OSHA Investigations	Investigation documentation or reports	Permanent	Vice President of Information Technology and Facilities	Paper reports, Electronic	NA
Insurance Policies	All policies in effect on behalf of the College, students, faculty and staff	Maintain as long as active	Vice President of Finance; Controller	Paper files	At the discretion of the record custodian
Real Property Leasing/Rental Records	Documentation of the lease and rental of property	Retain 7 years after expiration of the lease.	Vice President of Finance	Paper record	Destruction of records in this category should be made fully unreadable and unable to be reconstructed in any format (paper, electronic, etc.)
Policies and Procedures	Formally approved Board and all Operational Policies, Administrative and Academic policies and procedure.	Permanent. Old policies are archived.	Institutional Research and Effectiveness	Electronic	NA
Projects, Programs, Proposals	Notes from meetings, reports, conceptual documents, financial support, all records related to projects or programs developed by non-academic offices	Retain until a project has been completed and evaluated.	Stakeholder	Other retention requirements may apply depending on the nature of the program	At the discretion of the record custodian
College-wide Committee Records	Minutes, reports and other materials generated by College-wide committees including charges, substantive correspondence and work product, and reports and documents about or related to the operation of college-wide committees or other offices around the College.	Generally 7 years. Records may be designated as permanent if they have significant historical value or significance	Owner of the Committee	Electronic	At the discretion of the record custodian
Accreditation reports	Reports of findings and related corrective action form institutional and program accrediting bodies	Permanent	Institutional Research & Effectiveness /Chief of Staff	Electronic	NA

Campus Safety/Security

CR=Creation Date, EVT=Event Date, ACT=Active, PERM=Permanent, SUP=Superseded

General Type	Description	Retention Period	Custodian	Media/Format	Means of Destruction
Critical Incident Records	Incident report, debriefing notes, action plan summary and resolution.	Permanent	Safety/Security Manager	Electronic. Note in Student's record (CASM) if appropriate	NA
Enforcement – Campus Parking Tickets	Citations issued and the administrative enforcement of parking rules and regulations issued by College Security.	Retain 3 years after final disposition.	Safety/Security Manager	Paper copy	Destruction of records in this category should be made fully unreadable and unable to be reconstructed in any format (paper, electronic, etc.)
Enforcement – Campus Incident Reports	Documentation of incidents that occur on campus that violate College and/or local laws/ regulations. Incidents that involve injury or significant property destruction. They contain case number, arrest report, incident report, date, time, complainant, address and details of the report (Cleary Act).	Permanent	Safety/Security Manager	Electronic. Note in student's record (CASM) if appropriate	NA
Safety and Security Reports	Summary reports of incident patterns and trends reported for compliance (Cleary Act) including corrective action planning	Permanent	Safety/Security Manager	Electronic. Note in student's record (CASM) if appropriate	NA
Background Checks	These records document background checks that are used to determine if an individual has committed any previous crimes.	CR+1	Safety/Security Manager	Electronic. Note in student's record (CASM) if appropriate	Destruction of records in this category should be made fully unreadable and unable to be reconstructed in any format (paper, electronic, etc.)
Complaint Logs	These logs are used to track the incident numbers, date, time, names, location and nature of crime. They may be replaced by automated systems.	CR+2	Safety/Security Manager	Electronic. Note in Student's record (CASM) if appropriate	Destruction of records in this category should be made fully unreadable and unable to be reconstructed in any format (paper, electronic, etc.)
Discovery Orders	These are copies of discovery orders submitted by attorneys for information related to cases.	CR+1	Safety/Security Manager	Electronic. Note in Student's record (CASM) if	Destruction of records in this category should be made fully unreadable and unable to be reconstructed in any format (paper,

				appropriate.	electronic, etc.)
Incident Reports-Non Criminal	These reports document non-criminal incidents. These records may include computer printouts, written reports, statements, photos, negatives, crime lab reports, copies of warrants, affidavit of warrant, supplemental reports, court disposition, receipts, case logs, discovery request, attorney request, affidavit for search warrants, homicide reports, inspection reports, Property/Evidence Inventory Form, and diagrams.	CR+3	Safety/Security Manager	Electronic. Note in Student's record (CASM) if appropriate	Destruction of records in this category should be made fully unreadable and unable to be reconstructed in any format (paper, electronic, etc.)
Incident Reports-Misdemeanor	These reports document Misdemeanor incidents. These records may include computer printouts, written reports, statements, photos, negatives, crime lab reports, copies of warrants, affidavit of warrant, supplemental reports, court disposition, receipts, case logs, discovery request, attorney request, affidavit for search warrants, homicide reports, inspection reports, Property/Evidence Inventory Form, and diagrams.	CR+7	Safety/Security Manager	Electronic. Note in Student's record (CASM) if appropriate	Destruction of records in this category should be made fully unreadable and unable to be reconstructed in any format (paper, electronic, etc.)
Incident Reports-Felony	These reports document felony incidents. These reports document non-criminal incidents. These records may include computer printouts, written reports, statements, photos, negatives, crime lab reports, copies of warrants, affidavit of warrant, supplemental reports, court disposition, receipts, case logs, discovery request, attorney request, affidavit for search warrants, homicide reports, inspection reports, Property/Evidence Inventory Form, and diagrams.	CR+20	Safety/Security Manager	Electronic. Note in Student's record (CASM) if appropriate	Destruction of records in this category should be made fully unreadable and unable to be reconstructed in any format (paper, electronic, etc.)

Incident Reports-Homicide	These reports document homicide incidents. These reports document non-criminal incidents. These records may include computer printouts, written reports, statements, photos, negatives, crime lab reports, copies of warrants, affidavit of warrant, supplemental reports, court disposition, receipts, case logs, discovery request, attorney request, affidavit for search warrants, homicide reports, inspection reports, Property/Evidence Inventory Form, and diagrams.	PERM	Safety/Security Manager	Electronic. Note in Student's record (CASM) if appropriate	N/A
Letters of Clearance	Letters are issued by an agency to a private citizen to show no criminal activity within the community.	CR+3	Safety/Security Specialist	Electronic. Note in Student's record (CASM) if appropriate	Destruction of records in this category should be made fully unreadable and unable to be reconstructed in any format (paper, electronic, etc.)
Officer Dailies	These are daily activity logs of officers.	CR+3	Safety/Security Manager	Electronic. Note in Student's record (CASM) if appropriate	Destruction of records in this category should be made fully unreadable and unable to be reconstructed in any format (paper, electronic, etc.)
Officer's Monthly Activity Evaluation	This is a summary of activity for the month, by officer, completed from information gathered from the dailies completed by officers.	CR+2	Safety/Security Manager	Electronic. Note in Student's record (CASM) if appropriate	Destruction of records in this category should be made fully unreadable and unable to be reconstructed in any format (paper, electronic, etc.)
Radio Logs	These logs document calls that officers were dispatched on. These may be replaced by an automated central dispatch system that produces similar reports.	CR+2	Safety/Security Manager	Electronic. Note in Student's record (CASM) if appropriate	Destruction of records in this category should be made fully unreadable and unable to be reconstructed in any format (paper, electronic, etc.)

Records Management Database System	These systems are often used to track information associated with case processing, accident processing, dispatch, gun permits, gun registration, wants/warrants, jacket processing, public safety inquiry, jail inquiry, incident reports, booking reports, jail reports, general orders, district court inquiries, subpoenas, tickets/citations, prisoner locations, non-inmate cash receipts, financial systems, case reporting, accident reporting, outstanding receipts, incident numbers, offense, officer, date, case disposition, location, property records, receipts, vehicle records, evidence logs, abandoned vehicles, administrative records, miscellaneous registrations and permits. These systems may be linked to other systems, such as the L.E.I.N. or M.I.C.R. systems. Retention reflects the need to migrate data from one system to the next.	CR+25	Safety/Security Manager	Electronic. Note in Student's record (CASM) if appropriate	Destruction of records in this category should be made fully unreadable and unable to be reconstructed in any format (paper, electronic, etc.)
Subpoenas	These are copies of subpoenas received to appear in court or requesting for information.	CR+1	Safety/Security Manager	Electronic. Note in Student's record (CASM) if appropriate	Destruction of records in this category should be made fully unreadable and unable to be reconstructed in any format (paper, electronic, etc.)
Answered Subpoenas	Copies of subpoenas that have been answered.	3 years from response	Safety/Security Manager	Electronic. Note in Student's record (CASM) if appropriate	Destruction of records in this category should be made fully unreadable and unable to be reconstructed in any format (paper, electronic, etc.)
Tickets/Citations	These are the officer's copy of traffic/parking citations that are issued. They are filed by issuing officer and by year. They are used by the officer when reporting to court to respond to the citation that was issued.	CR+2	Safety/Security Manager	Electronic. Note in Student's record (CASM) if appropriate	Destruction of records in this category should be made fully unreadable and unable to be reconstructed in any format (paper, electronic, etc.)
Ticket/Citation Book Receipts	This record contains the ticket/citation numbers for the book and the officer that it was assigned to.	CR+2	Safety/Security Manager	Electronic. Note in Student's record (CASM) if appropriate	Destruction of records in this category should be made fully unreadable and unable to be reconstructed in any format (paper, electronic, etc.)

Ticket/Citation Logs	This is a registration log of tickets issued. A copy is forwarded to the courts.	CR+2	Safety/Security Manager	Electronic. Note in Student's record (CASM) if appropriate	Destruction of records in this category should be made fully unreadable and unable to be reconstructed in any format (paper, electronic, etc.)
Video/Digital Recordings	These recordings are used to document stops or incidents. The recordings are cleared and reused on a monthly basis. Recordings that involve major incidents that may go to court are not erased until the action is resolved. Recordings may also be pulled from rotation for training purposes. (CR +0/1 =1 month).	CR+0/1	Safety/Security Manager	Electronic. Note in Student's record (CASM) if appropriate	Destruction of records in this category should be made fully unreadable and unable to be reconstructed in any format (paper, electronic, etc.)
Administrative Training Schedule	This record documents in-house and external training. It lists the date, course title, and training hours the officer received.	CR+5	Safety/Security Manager	Electronic. Note in Student's record (CASM) if appropriate	Destruction of records in this category should be made fully unreadable and unable to be reconstructed in any format (paper, electronic, etc.)
Annual Reports (Clery for us)	This is the Agencies copy of the annual report that is submitted each year to document what activities and events have taken place.	PERM	Safety/Security Manager	Electronic. Note in Student's record (CASM) if appropriate	N/A
Complaints-Citizen	These records document any complaints filed by citizens against an officer. They document what action, if any, was taken.	CR+2	Safety/Security Manager	Electronic. Note in Student's record (CASM) if appropriate	Destruction of records in this category should be made fully unreadable and unable to be reconstructed in any format (paper, electronic, etc.)
Complaints-Internal	These records document any internal incidents that involve officers. They document what action, if any, was taken.	CR+2	Safety/Security Manager	Electronic. Note in Student's record (CASM) if appropriate	Destruction of records in this category should be made fully unreadable and unable to be reconstructed in any format (paper, electronic, etc.)
General Orders and Policies	These records document internal policies, general orders and department orders issued by the College. They may contain official bulletins that are used to convey information to the administrative staff and officers.	PERM	Safety/Security Manager	Electronic. Note in Student's record (CASM) if appropriate	N/A

Disposition of Department Property/ Equipment	These documents detail equipment/property donated or disposed of with a value over \$500.00. ACT = Until item is disposed.	ACT+5	Safety/Security Manager	Electronic. Note in Student's record (CASM) if appropriate	Destruction of records in this category should be made fully unreadable and unable to be reconstructed in any format (paper, electronic, etc.)
Mutual Aid Agreements	These are agreements executed between the department and other agencies to provide mutual support as needed during a crisis or emergency. ACT = While the agreement is in place.	ACT+10	Safety/Security Manager	Electronic. Note in Student's record (CASM) if appropriate	Destruction of records in this category should be made fully unreadable and unable to be reconstructed in any format (paper, electronic, etc.)
Officer Field Training Observations (FTO)	These records are completed during a new officer's training period. They document their performance, and areas needing improvement during their probation period after being hired. They may include copies of dailies, daily observations, weekly summaries, tickets, case reports, warrants, property receipts, etc. EVT =When the probation period ends.	EVT+2	Safety/Security Manager	Electronic. Note in Student's record (CASM) if appropriate	Destruction of records in this category should be made fully unreadable and unable to be reconstructed in any format (paper, electronic, etc.)
Official Bulletins (Memorandums)	These are internal bulletins that are used to distribute information. Departments receiving the bulletins must sign to acknowledge receipt. These are reviewed annually to determine if they should become a Department Order or Policy.	CR+2	Safety/Security Manager	Electronic. Note in Student's record (CASM) if appropriate	Destruction of records in this category should be made fully unreadable and unable to be reconstructed in any format (paper, electronic, etc.)
Training Bulletins	These are internal bulletins that are used to notify a department or officers that they are scheduled for upcoming training.	CR+2	Safety/Security Manager	Electronic. Note in Student's record (CASM) if appropriate	Destruction of records in this category should be made fully unreadable and unable to be reconstructed in any format (paper, electronic, etc.)
Training Files	These records are used to document what training officers have received. They may contain training schedules, certificates, course descriptions and receipts. ACT = While employed by the department.	ACT+7	Safety/Security Manager	Electronic. Note in Student's record (CASM) if appropriate	Destruction of records in this category should be made fully unreadable and unable to be reconstructed in any format (paper, electronic, etc.)

Financial Records

General Type	Description	Retention Period	Custodian	Media/Format	Means of Destruction
Payroll Records	Documentation of payroll, timesheets, payroll deduction authorizations, garnishment records, pre-payroll reports and payroll check registers	Retain 7 years after termination	Payroll Specialist/ Controller	Electronic	Destruction of records in this category should be made fully unreadable and unable to be reconstructed in any format (paper, electronic, etc.)
Social Security Reports and Deposits	Periodic reports of wages and social security contributions paid by the College to each employee	Retain 7 years after the fiscal year the transactions are recorded	Controller	Electronic	Destruction of records in this category should be made fully unreadable and unable to be reconstructed in any format (paper, electronic, etc.)
W-2 Listings	Documentation of salaries paid and taxes withheld for employees	Retain 7 years	Controller	Electronic	Destruction of records in this category should be made fully unreadable and unable to be reconstructed in any format (paper, electronic, etc.)
Bank Records	Transactions recorded in the College bank accounts and their reconciliation to the general ledger.	Retain 7 years after end of fiscal year	Controller	Electronic	Destruction of records in this category should be made fully unreadable and unable to be reconstructed in any format (paper, electronic, etc.)
Financial Records- General	Budget worksheets, printouts, account books, ledger, purchase records, purchase orders, travel expense reports	Retain 7 years following the activity	Controller	Electronic, Paper records	If the Controller's Office has a copy of the record, the department may destroy its duplicate at the close of the budget reconciliation period. Destruction of records in this category should be made fully unreadable and unable to be reconstructed in any format (paper, electronic, etc.)
Financial Records – Warranty and	Warranty information, purchase orders with contractual terms.	Retain 7 years following the date of purchase or 7 years following the	Controller	Electronic, Paper records	If the Controller's Office has a copy of the record, the department may destroy its duplicate at the close of

Purchase Orders		end of the warranty period, whichever is later.			the budget reconciliation period. Destruction of records in this category should be made fully unreadable and unable to be reconstructed in any format (paper, electronic, etc.)
Financial Records – Debt Financing	All documents related to debt financing.	Retain 20 years following the period of debt repayment	Controller	Electronic, Paper	Destruction of records in this category should be made fully unreadable and unable to be reconstructed in any format (paper, electronic, etc.)
Student Financial Documentation	Tuition and fee schedules, annual endowment fund reports, annual financial statements, etc.	Permanent	Vice President of Finance; Controller	Electronic, Paper	NA
Title IV Authorization/ Allocation Letters	Awards of federal financial aid to the College and supporting student verification and application related records.	Authorization- Permanent Verification and Application- Retain 7 years after the last date of student attendance	Dean of Students and Financial Aid Director	Electronic, Paper.	Destruction of records in this category should be made fully unreadable and unable to be reconstructed in any format (paper, electronic, etc.)
College Tax Records	Documentation of the College's compliance with tax filing Requirements.	Permanent	Vice President of Finance	Electronic, Paper.	NA
External and Internal Audit Records	Created by internal or external auditors to document their reviews, findings and recommendations.	Final report – Permanent. Other records - Retain 3 years after creation of the audit records.	Controller/ Vice President of Finance	Electronic, Paper.	Destruction of records in this category should be made fully unreadable and unable to be reconstructed in any format (paper, electronic, etc.)

Contract Records

General Type	Description	Retention Period	Custodian	Media/Format	Means of Destruction
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Contracts – Construction and Renovation	Records related to construction and renovation of real property	Where contracts and agreements were finalized - Retain 7 years after contract expiration.	Vice President of Finance	Electronic, Paper.	At the discretion of the record custodian
Contracts – Negotiation Records, Executed Contracts	Records related to the process to enter into a contract or agreement, or understanding including background support materials, drafts, memos, letters, and related correspondence. The contract itself and all attachments and amendments to it.	Permanent	Defined by the nature of the contract. Collective Bargaining Agreements: ED of Human Resources and Legal Counsel	Electronic, Paper.	NA
Capital Improvement Contract Records	Contractual agreements for capital improvements	Where contracts and agreements were finalized - Retain 7 years after contract expiration.	Vice President of Finance	Electronic, Paper.	At the discretion of the record custodian
Grant and Contract Administration	Records related to the administration of federal and other grants, contracts, sponsored research projects, and agreements from negotiation to final performance such as grants-in-aid, state contracted services, and vendor contracts. Includes negotiation documentation, memoranda of understanding, agreements, contracts, amendments, terms, budget proposals, and related correspondence	Retain 7 years after final payment or completion of all obligations under the grant or contract and all subsequent renewals, whichever is later. Records related to proposals that were not funded may be kept as long as administratively useful and then destroyed.	Various-Grant Director of the project	Electronic, Paper.	At the discretion of the record custodian

Personnel Records

General Type	Description	Retention Period	Custodian	Media/Format	Means of Destruction
Personnel Records	Documents related to employment, salary, benefits and performance evaluation.	Retain 7 years after termination of employment.	Executive Vice President/Chief Operating Officer	Electronic, Paper.	Destruction of records in this category should be made fully unreadable and unable to be reconstructed in any format (paper, electronic, etc.)
Time Sheets	Documentation of hours worked by employees (including student employees)	Retain 7 years.	Executive Vice President/Chief Operating Officer	Electronic, Paper.	Destruction of records in this category should be made fully unreadable and unable to be reconstructed in any format (paper, electronic, etc.)
Unemployment Compensation Benefit Files and Reports	Documentation on eligibility of former employees for unemployment benefits and when these employees receive compensation charged against the College's account.	Retain 5 years after termination of employment	Executive Vice President/Chief Operating Officer	Electronic, Paper.	Destruction of records in this category should be made fully unreadable and unable to be reconstructed in any format (paper, electronic, etc.)
Faculty Appointment, Reappointment, Tenure and Promotion	All records related to appointment and subsequent history of individuals to join the faculty, including correspondence	Retain 7 years after termination of employment.	Executive Vice President/Chief Operating Officer	Electronic, Paper.	Destruction of records in this category should be made fully unreadable and unable to be reconstructed in any format (paper, electronic, etc.)
Closed Positions	Documentation of all closed position searches.	Retain 7 years from close of posting.	Executive Vice President/Chief Operating Officer	Electronic, Paper.	Destruction of records in this category should be made fully unreadable and unable to be reconstructed in any format (paper, electronic, etc.)
Faculty Search	Vacancy announcement, advertisements, applications, evaluations, references, correspondence, email and all documents or materials related to the search	Retain 3 years following the successful hire or close of the search without a hire.	Executive Vice President/Chief Operating Officer	Electronic, Paper.	Destruction of records in this category should be made fully unreadable and unable to be reconstructed in any format (paper, electronic, etc.)

Non-Faculty Search	Vacancy announcement, advertisements, applications, evaluations, references, correspondence, email and all documents or materials related to the search	Retain 3 years following the successful hire or close of the search without a hire.	Executive Vice President/Chief Operating Officer	Electronic, Paper.	Destruction of records in this category should be made fully unreadable and unable to be reconstructed in any format (paper, electronic, etc.)
Employee Benefit Plan Files	Documentation on employee enrollment in benefit plans	Retain 7 years after termination of employment.	Executive Vice President/Chief Operating Officer	Electronic, Paper.	Destruction of records in this category should be made fully unreadable and unable to be reconstructed in any format (paper, electronic, etc.)
Termed Employee Files	Termed employee files includes student, adjunct and regular termed employees.	Adjunct and student files retain for 7 years after termination of employment. For termed employees retain files for a minimum of 7 years.	Executive Vice President/Chief Operating Officer	Electronic, Paper.	Destruction of records in this category should be made fully unreadable and unable to be reconstructed in any format (paper, electronic, etc.)
Past/Completed Letters of Appointment	All letters of appointment including temporary	Retain 4 years but put letter in personnel file and retain as all personnel files for 7 years or more.	Executive Vice President/Chief Operating Officer	Electronic, Paper.	Destruction of records in this category should be made fully unreadable and unable to be reconstructed in any format (paper, electronic, etc.)
Staff Appraisals, Promotion, Demotion and Discharge Documentation	Records documenting periodic evaluation, work performance and employment record of College staff	Retain 7 years after employee separation from the College	Executive Vice President/Chief Operating Officer	Electronic, Paper.	Destruction of records in this category should be made fully unreadable and unable to be reconstructed in any format (paper, electronic, etc.)
Grievance Files	Documentation of grievances initiated by faculty and staff	Retain 7 years after employee separation from the College	Executive Vice President/Chief Operating Officer	Electronic, Paper.	Destruction of records in this category should be made fully unreadable and unable to be reconstructed in any format (paper, electronic, etc.)

Student Records

General Type	Description	Retention Period	Custodian	Media/Format	Means of Destruction
Student Records – Admission Files	Application records for admission to the College. The files may include applications, admission letters, placement records, college and high school transcripts, residency verification etc., acceptance letters	Five years after the date of admission	Registrar	Electronic, Paper,	Destruction of records in this category should be made fully unreadable and unable to be reconstructed in any format (paper, electronic, etc.)
Suspect Records – Admission Files	List of individuals that was purchased or obtained through a third-party organization that contain potential prospects for the College. These files may include demographic information on an individual; Name, Address, Phone Number, Email, High School, High School Graduation Date, etc.	Two years after their college determined anticipated start term	Office of Enrollment Management	Electronic	Destruction of records in this category should be made fully unreadable and unable to be reconstructed in any format (paper, electronic, etc.)
Prospect Records – Admission Files	Individual that has indicated an interest in attending JC by engaging with the College through an inquiry form or by participating in a college event. These files may include demographic information on an individual; Name, Address, Phone Number, Email, High School, High School Graduation Date, Anticipated Start Term, etc.	Two years after their anticipated start term	Office of Enrollment Management	Electronic	Destruction of records in this category should be made fully unreadable and unable to be reconstructed in any format (paper, electronic, etc.)
Student Records – Academic	JC Academic transcript, Course waive/ substitution forms, Verification of advanced placement credit, Accepted transfer credit, Credit postings, Change of grade forms, Class list	Permanent	Registrar	Electronic, Paper.	NA
Student Records – Graduation	Lists of individuals who have successfully completed the degree requirements and have graduated from the College, including the date the award was conferred	Graduation list, Permanent Application for Graduation - 5 years from last date attended	Registrar	Electronic, Paper.	Destruction of records in this category should be made fully unreadable and unable to be reconstructed in any format (paper, electronic, etc.)

Student Records – Registration	Add/Drop and Course withdrawal forms	7 years	Registrar	Electronic, Paper.	Destruction of records in this category should be made fully unreadable and unable to be reconstructed in any format (paper, electronic, etc.)
Transcript request	Request for transcript copy or transcript to be sent	1 year from the date of request	Registrar	Electronic, Paper.	Destruction of records in this category should be made fully unreadable and unable to be reconstructed in any format (paper, electronic, etc.)
Name Change Authorization	Application for name change with required supporting documentation	1 year from the date of request	Registrar	Electronic, Paper.	Destruction of records in this category should be made fully unreadable and unable to be reconstructed in any format (paper, electronic, etc.)
Veterans records/certifications	Application and supporting documentation for award of approved veteran's education benefits	7 Years from last date of attendance	Registrar	Electronic, Paper.	Destruction of records in this category should be made fully unreadable and unable to be reconstructed in any format (paper, electronic, etc.)
International Students	I-20 forms	5 years from Last Attendance	International Student Institute Coordinator	Electronic, Paper.	Destruction of records in this category should be made fully unreadable and unable to be reconstructed in any format (paper, electronic, etc.)
Disciplinary Files	Incident reports, Disciplinary hearing records, Letters regarding sanctions and corrective action	5 years from last attendance	Vice President of Student Services & Instruction and Student Ombudsman	Electronic, Paper.	Destruction of records in this category should be made fully unreadable and unable to be reconstructed in any format (paper, electronic, etc.)

FERPA Records	Request for formal hearing; Request for disclosure Request Non-Disclosure Directory info Student statements on content Waiver of rights of access Written discussion of hearing panels	Life of affected record "1 Year after date submitted Life of affected record Until terminated by student Life of Affected record	Registrar	Electronic, Paper.	Destruction of records in this category should be made fully unreadable and unable to be reconstructed in any format (paper, electronic, etc.)
Student Records – Financial Aid	Records showing evidence of providing financial aid including financial aid applications, federal student aid forms, federal tax forms, award letters and confirmations, verification records, interview records, students scholarships, fellowships and awards	Retain 7 years after graduation or separation (Federal regulation)	Financial Aid Director	Electronic	Destruction of records in this category should be made fully unreadable and unable to be reconstructed in any format (paper, electronic, etc.)
Student Records – Health Services	Records include medical as well as mental health histories, clinical notes, immunization records, and related correspondence.	Retain 7 years after graduation or separation (Federal regulation)	Director Center for Student Success	Electronic, Paper.	Destruction of records in this category should be made fully unreadable and unable to be reconstructed in any format (paper, electronic, etc.)
Student Records – Student Discipline	Records relating to proceedings and decisions resulting from violations of the student conduct code, honor code, or other College policies	Suspensions and expulsions retained with the student's permanent record. Incident reports in accordance with safety and security guidelines	Vice President of Student Services & Instruction	Electronic (CASM)	Destruction of records in this category should be made fully unreadable and unable to be reconstructed in any format (paper, electronic, etc.)
Student Records – Athletic Participation	Records, including photographs, awards, etc. related to student participation in athletics. All records defined by and related to participation in NJCAA	Retain 7 years after graduation or separation.	Executive Director, Athletics & Student Development	Electronic, Paper	Destruction of records in this category should be made fully unreadable and unable to be reconstructed in any format (paper, electronic, etc.)

Student Records – Academic Advising Career Counseling/ Employment Services	Records related to an individual student such as counseling notes and letters of recommendation.	Retain 7 years after graduation or separation.	Vice President of Student Services & Instruction	Electronic	Destruction of records in this category should be made fully unreadable and unable to be reconstructed in any format (paper, electronic, etc.)
Student Complaints and Appeals	Records of formal complaints and appeals including Academic, Non-Academic and Financial Aid	Student Record – Permanent	Student Ombudsman	Electronic (CASM)	NA
HPF Release and Waiver of Liability	Sign waiver of liability for using College fitness equipment.	Retain 4 years	HPF Faculty Coordinator	Paper	Destruction of records in this category should be made fully unreadable and unable to be reconstructed in any format (paper, electronic, etc.)
HPF Sign-in	Records of weight room and personal fitness equipment use.	1 year	HPF Faculty Coordinator	Paper	Destruction of records in this category should be made fully unreadable and unable to be reconstructed in any format (paper, electronic, etc.)

Curriculum Records

General Type	Description	Retention Period	Custodian	Media/Format	Means of Destruction
Faculty Group Records – General Office Records	Records related to the routine daily administration of the department including memoranda, meeting, minutes, correspondence, and administration of programs	Until no longer administratively useful.	Responsible Dean	Paper, Electronic	At the discretion of the record custodian
Faculty Group Records – Curricular Records	Course and curricular records including records pertaining to the planning, teaching, participation, earned grades, and evaluation of courses.	7 years post course offering and/or evaluation	Department Chair and/or Lead Faculty	Paper records, grade books and participation records, and Electronic	At the discretion of the record custodian

Course and Curriculum Records	Includes college catalogs/bulletins, course schedules.	Permanent	Registrar	Paper records	NA
Course Syllabi	Course description and instructional outline.	Permanent	Academic Dean	Electronic	NA

Donor and Foundation Information

General Type	Description	Retention Period	Custodian	Media/Format	Means of Destruction
Donor Records, Gift Agreements	Gift records, Donor Agreements, correspondence	Permanent	Foundation President	Electronic, Paper	N/A
Foundation Scholarships	Donor MOU's, Agreement Letters, Restrictions	Permanent	Foundation President	Electronic, Paper	N/A
Endowed Chairs	Endowed Chair Agreements, Donor agreements	Permanent	Foundation President	Electronic, Paper	N/A
Foundation Filings	Articles of Incorporation, 501(c)(3), 990 reports and State of Michigan filings	Permanent	Foundation President	Electronic, Paper	N/A