

IP0009 | Records Retention Policy

Definitions and Classifications

“Records” shall refer to all records, maps, books, papers, data processing output, and documents required by Title 5 to be retained, including but not limited to records created originally by computer and “electronically stored information” (ESI). Records shall annually be reviewed to determine whether they should be classified as defined in Title 5.

Class 1 - Permanent

The original or one exact copy, unless microfilmed or otherwise permanently electronically stored, shall be retained indefinitely:

- Annual reports;
- Official budget;
- Financial report of all funds;
- Audit of all funds;
- Official Actions (such as Board Minutes, labor or legal settlement agreements, etc.);
- Minutes of the Board of Trustees, including the text of a rule, regulation, policy, or resolution not set forth verbatim in the minutes but included there in reference only;
- Elections, including the call, if any, for the result (but not including detail documents, such as ballots) of an election called, conducted, or canvassed by the Board of Trustees for a Board member;
- Records transmitted by another agency that pertain to that agency's action with respect to the University's reorganization;
- Personnel records of employees;
- All detailed records relating to employment, assignment, employee evaluations, amounts and dates of service rendered, termination or dismissal of an employee in any position, sick leave record, rate of compensation, salaries or wages paid, deductions or withholdings made and the person or agency to whom such amounts were paid;
- *Student records*: The application, enrollment, and academic records for all students will be retained and stored through secure methods to ensure an accurate accounting of all students' academic work. Related financial aid documents will also be retained pursuant to federal and State regulations;
- All records pertaining to any accident or injury involving a student for which a claim for damages has been filed as required by law, including any policy of liability insurance relating thereto, except that these records cease to be Class 1 - Permanent records one year after the claim has been settled or after the applicable statute of limitations has expired;
- *Purchasing Records*: Requisitions, contracts, purchase orders, and bids;
- *Property Records*: The records for capital projects including Bid Conditions (advertised), Capital Outlay Bids (successful bidder), Notice of Completion (certified by the County Assessor's Office), Construction Change Orders, and Lease Agreements; and

- *Property Records*: All detailed records relating to land, buildings, and equipment. In lieu of such detail records, a complete property ledger may be classified as **Class 1 - Permanent**, and the detail records may then be classified as **Class 3 - Disposable**, if the property ledger includes:
 - *all fixed assets;*
 - *an equipment inventory; and*
 - *for each unit of property, the date of acquisition or augmentation, the person from whom acquired, an adequate description or identification, and the amount paid, and comparable data if the unit is disposed of by sale, loss, or otherwise.*

Class 2 - Optional

Class 2 - Optional records are not required by law to be retained permanently until classified as **Class 3 - Disposable**.

If the University President/CEO, or other designee, determines that classification should not be made by the time specified in Section 59022, all records of the prior year may be classified as Class 2 - Optional, pending further review and classification within one year.

Class 3 - Disposable (Records shall not be destroyed until the third year after it has been classified as Class 3 - Disposable) including, but not limited to, detail records relating to:

- *records basic to audit, including those relating to attendance, average daily attendance, or a business or financial transaction (purchase orders, invoices, warrants, ledger sheets, canceled checks and stubs, student body and cafeteria fund records, etc.) and detail records used in the preparation of any other report; and*
- *period reports, such as daily, weekly, and monthly reports, bulletins, and instructions.*

Class 3 - Disposable

Class 3 - Disposable records shall be maintained for the period required by applicable law or regulation, but in any event shall be retained for at least three university years after the year in which they were originally created. These documents include, but are not limited to:

Accounts payable payment packages and related documents;	District invoices;	Federal and State categorical programs and grants - financial and program records for programs; and
Journal vouchers;	Payroll timesheets;	Financial Aid financial records
Accounts receivable documents;	Debit/Credit card Payment reports;	
Deposits, bank reconciliations, and canceled checks;	HR employment applications and recruitment files;	

Destruction

Destruction is by any method that assures the record is permanently destroyed, e.g. shredding and burning.

Retention Schedule

The following is the retention schedule for the official copies of student records:

Admissions (Students Who Do Not Enroll)

<i>Acceptance Letter</i>	1 year after application term
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<i>Application</i>	2 years after application term
<i>Correspondence</i>	2 years after application term
<i>Letter(s) of Recommendation</i>	2 years after application term
<i>Military Record</i>	2 years after application term
<i>Placement Test Result(s)/Score(s)</i>	2 years after application term
<i>Transcript(s)/Academic Record(s)</i>	2 years after application term
<i>International Student Records</i>	2 years after application term

Admissions (Applicants Who Do Enroll)

<i>Acceptance Letter</i>	5 years after graduation date or last date of attendance
<i>Application</i>	5 years after graduation date or last date of attendance
<i>Correspondence</i>	5 years after graduation date or last date of attendance
<i>Letter(s) of Recommendation</i>	5 years after graduation date or last date of attendance
<i>Military Record</i>	5 years after graduation date or last date of attendance
<i>Placement Test Result(s)/Score(s)</i>	5 years after graduation date or last date of attendance
<i>Transcript(s)/Academic Record(s)</i>	5 years after graduation date or last date of attendance
<i>International Student Records</i>	5 years after graduation date or last date of attendance

Registration and Attendance / Academic Progress Records

<i>Academic Action Authorization (Dismissal)</i>	5 years after graduation date or last date of attendance
<i>Academic Record</i>	5 years after graduation date or last date of attendance
<i>Advising Notes</i>	5 years after graduation date or last date of attendance
<i>Application for Graduation</i>	1 year after graduation date or last date of attendance
<i>Application for Admission or Readmission</i>	5 years after graduation date or last date of attendance
<i>Audit Authorization</i>	1 year after date submitted
<i>Change of Course (Add/Drop)</i>	1 year after date submitted
<i>Change of Grade</i>	Record Permanent
<i>Class Roster (Original Grades)</i>	Permanent
<i>Class Schedule (Students)</i>	1 year after graduation date or last date of attendance
<i>Credit by Exam Report Scores</i>	5 years after graduation date or last date of attendance
<i>Credit/No Credit Approval (Audit, Pass/Fail)</i>	1 year after graduation date or last date of attendance
<i>Curriculum Change Authorization</i>	5 years after graduation date or last date of attendance
<i>Degree Audit Report</i>	5 years after graduation date or last date of attendance
<i>Disciplinary Action Report</i>	5 years after graduation date or last date of attendance
<i>FERPA Record</i>	As long as relevant student records are retained
<i>Foreign International Student Records</i>	5 years after graduation date or last date of attendance
<i>Grade Report (Registrar Copies)</i>	1 year after date submitted
<i>Graduation List</i>	Permanent

<i>Graduation Authorization</i>	5 years after graduation date or last date of attendance
<i>Hold or Encumbrance Authorization (All)</i>	Until Released
<i>Learning Management System (LMS) Content</i>	5 years after conclusion of course
<i>Military Record</i>	5 years after graduation date or last date of attendance
<i>Name Change Authorization</i>	5 years after graduation date or last date of attendance
<i>Credit/No Credit Record</i>	1 year after date submitted
<i>Personal Data Information Record</i>	1 year after graduation date or last date of attendance
<i>Registration Record</i>	1 year after date submitted
<i>Student Transcript Request</i>	1 year after date submitted
<i>Transfer Credit Evaluation</i>	5 years after graduation date or last date of attendance
<i>Withdrawal Authorization</i>	2 years after graduation date or last date of attendance
<i>Working Documents</i>	5 years after graduation date or last date of attendance

Certification Data / Records

<i>Enrollment Verification</i>	1 year after verification
<i>Social Security Verification</i>	1 year after verification
<i>Teacher Certification</i>	1 year after verification
<i>Enrollment Verification</i>	1 year after verification
<i>Veterans Administration</i>	3 years after graduation date or last date of attendance

Publications / Statistical Data / Institutional Reports

<i>Catalog/Bulletin</i>	Permanent: transfer 2 copies to Archives yearly
<i>Commencement</i>	Permanent: transfer 2 copies to Archives yearly
<i>Degree Statistics</i>	Permanent: transfer 1 copy to Archives yearly
<i>Enrollment Statistics</i>	Permanent: transfer 1 copy to Archives yearly
<i>Grade Statistics</i>	Permanent: transfer 1 copy to Archives yearly
<i>Race/Ethnicity Statistics</i>	Permanent: transfer 1 copy to Archives yearly
<i>Schedule of Classes</i>	Permanent: transfer 1 copy to Archives yearly

Family Educational Rights & Privacy Act (FERPA)

<i>Request for Formal Hearing</i>	Permanent
<i>Request for and Disclosure of Personally Identifiable Information (PII)</i>	Permanent
<i>Student Request for Non-Disclosure of Directory Information</i>	Permanent or until terminated by student
<i>Student Statement on Content of Records RE: Hearing Panel</i>	Permanent

Discussion

*Student's Written Consent for
Records Disclosure*

Permanent or until terminated by student

Waiver of Access Rights

Permanent or until terminated by student

*Written Decisions of Hearings
Panels*

Permanent

Student Records Held by Faculty

Grade Book

5 years after conclusion of class

Student Exams/Papers

1 month after end of term

Assigned Leadership

University Registrar

Revision Dates

06/14/2023

