

STILLMAN COLLEGE

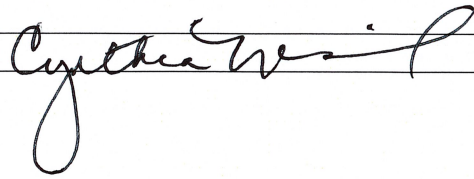
Policy Name: RECORDS RETENTION POLICY

College Division:
Institutional Effectiveness

Date Established: 11/12/2019

Date Revised:

Date Removed:



Policy Statement:

As an institution of higher education, it is imperative that Stillman College retain and maintain records that provide proof of the completion of academic course work by students. In addition, the College maintains other records that document business transactions, government funding, and student conduct that comply with state and federal regulations. Moreover, records of historical significance are archived to document the impact of the College and its leadership within the community. This policy provides guidance to employees of Stillman College who manage records by providing a framework of what is to be maintained. Specifically, the attached Records Retention Schedule defines the details for what is to be retained and the length of time the documents should be retained.

Procedures for Implementation:

The Records Retention Schedule outlines the various offices/divisions of the College and the documents that each area is responsible for retaining. The schedule further provides the length of time that each type of document is to be retained. All records containing personally identifiable information must be shredded prior to disposal.

Publication of Policy and Procedure:

The Records Retention Policy is published on the College's website, in the Faculty Handbook, and in the Staff Handbook. The Records Retention Schedule, which provides the procedures by which the policy is implemented is published on the College's website and in the Manual of Standard Operating Procedures for the Business Office.

Compliance:

Compliance with the policy is mandated and failure to comply with or follow this policy may result in disciplinary action up to and including dismissal.

STILLMAN COLLEGE

Records Retention Schedule

President's Office	
Governance	
Record Type	Retention Period
Board of Trustees Bylaws	Permanent
Board and Committee Minutes	Permanent
Signed Disclosure/Awareness forms	3 years from after separation
Board Self Evaluation	10 years
President's Evaluation	5 years
College Charter	Permanent
Mission Statement	Permanent
Strategic Plan	Permanent
Academic Affairs	
Department Records	
Record Type	Retention Period
Accreditation Records	Permanent
Program Reviews	7 years
Academic Advising Records	3 years from graduation or last date of attendance
Course Syllabus	10 years from date of course's last offering
Course work not returned to students	5 years
Provost's Office	
Record Type	Retention Period
Faculty Handbooks	Permanent
Faculty CVs & Official Transcripts	6 years after separation
MOUs and Consortial Agreements	5 years after discontinuance
Grade Appeals	2 years from graduation or last date of attendance
Curriculum proposals and curriculum changes	10 years
Promotion and Tenure documents	10 years after separation
Advanced Placement/CLEP/IB Credit Records	Permanent
Library	
Record Type	Retention Period
Patron Records	2 years after graduation or last date of attendance
Catalog of holdings	Until superseded
Order records	10 years
Contract and licensing files	5 years after expiration

Reference Statistics Records	10 years
Interlibrary Loan Records	4 years
Instructional Manuals	Until superseded
Institutional Effectiveness	
Registrar's Office	
Record Type	Retention Period
College Catalog	Permanent
College Withdrawal forms	5 years from last date of attendance
Course Withdrawal forms	5 years from graduation or last date of attendance
Application for Graduation	3 years after graduation
Change of Grade forms	Permanent
Commencement Programs	Permanent
Degree audits	3 years from graduation or last date of attendance
External Transcripts	Permanent
FERPA Consents and Disclosures	Life of underlying document
FERPA Requests to Review	Life of underlying document
Graduation Lists	Permanent
Name changes	Permanent
Original Grade Records	Permanent
Institutional Schedule of Classes (CSAR)	Permanent
Transient Credit Approval forms	5 years from graduation or last date of attendance
Transcript Request	2 years from submission
I.E./Institutional Research/Accreditation	
Record Type	Retention Period
Accreditation Records	Permanent
SACSCOC Reports	Permanent
IPED Reports	Permanent
Academic Plans	Permanent
Operational Plans	Permanent
Finance and Facilities	
Accounting and Finance	
Record Type	Retention Period
Accounts payable and receivable ledgers and schedules	3 years
Annual Audits and Financial Statements	Permanent
Annual Audit records	7 years after completion of audit
Bank statements, reconciliations, and canceled checks	3 years
Credit Card numbers	Should not be retained any longer than immediate needs and merchants account agreements dictate

Employee Expense Reports	3 years
Invoices and Purchase Orders	3 years
Grant Records	3 years after grant is completed
General Ledgers and Journal Entries	Permanent
Notes Receivable ledgers and schedules	7 years after final receipt
Investment Records	7 years after sale/liquidation of investment
Cash Records	7 years
Chart of Accounts	Permanent
Depreciation Schedule	Permanent
Contracts	
Record Type	Retention Period
Contracts and related correspondence	7 years after termination
Mortgage notes and leases	Permanent
Corporate Records	
Record Type	Retention Period
Minute books, signed minutes of the Board and all committees, corporate seals, articles of incorporation, bylaws, annual corporate reports	Permanent
Trademark and registrations	Permanent
Legal correspondence	Permanent
Patents	Permanent
Payroll Documents	
Record Type	Retention Period
Employee Deduction Authorizations	4 years after termination/separation
Payroll Deductions	7 years after termination/separation
W-2 and W-4 Forms	7 years after termination/separation
Garnishments, Assignments, Attachments	7 years after termination/separation
Payroll Registers	7 years
Time Cards/Sheets	3 years
Unclaimed Wage Records	6 years
Withholding Tax Statements	7 years
Personnel Records	
Record Type	Retention Period
Commissions/Bonuses/Incentives/Awards	7 years
EEO-1/EEO-2 – Employer Information Reports	2 years after superseded or filing (whichever is longer)
Employee Earnings Records	7 years after termination/separation
Employee Handbooks	Permanent (one copy)
Employee Personnel records (including attendance, applications, personnel action forms, evaluations, termination letter, test results, training and	6 years after termination/separation

qualification records)	
Employment Contracts – Individual	7 years after termination/separation
Employment Records – Correspondence with Employment Agencies and Advertisements for Job Openings	3 years from date of hiring decision
Job Descriptions	3 years after superseded
Personnel Count Records	3 years
Forms I-9	3 years after hiring or 2 years after separation
Property Records	
Record Type	Retention Period
Correspondence, Property Deeds, Assessments, Licenses, Rights of Way	Permanent
Property Insurance Policies	3 years after expiration
Inventories	7 years
Appraisals	Permanent
Tax Records	
Record Type	Retention Period
Tax-Exemption Documents and related correspondence	Permanent
IRS Rulings	Permanent
Excise Tax Records	7 years
Payroll Tax Records	7 years
Tax Bills, Receipts, Statements	7 years
Tax Returns – Income, Franchise, Property	Permanent
Tax Work paper Packages – Originals	7 years
Sales/Use Tax Records	7 years
Annual Information Returns – Federal and State	Permanent
IRS or other Government Audit Records	Permanent
Contribution Records	
Record Type	Retention Period
Records of Contributions	7 years
Documents evidencing terms, conditions or restrictions on gifts	7 years after funds are expended
Admissions	
<i>Applicants who do not enroll</i>	
Record Type	Retention Period
Application for admission	2 years from application term
Supporting application documents	2 years from application term
Decision letters	2 years from application term
Financial support documentation for International students	2 years from application term
Transfer Student College Transcripts	2 years from application term

<i>Applicants who did enroll</i>	
Record Type	Retention Period
Application for admission	6 years
High School Transcript	6 years after last date of attendance
Standardized Test Scores	6 years after last date of attendance
Supporting application documents	6 years after last date of attendance
Acceptance letters	6 years
Financial support documentation for International students	6 years after last date of attendance
Transfer Student College Transcripts	Permanent
Financial Aid	
Record Type	Retention Period
Financial Aid Student Records	3 years from graduation or last date of attendance
Pell and Teach Grants	3 years from the end of the award year for which the aid was awarded
Federal Work Study records	3 years from the end of the award year for which the aid was awarded
FISAP and supporting documents	3 years from the end of the award year for which the report was submitted
Loan Repayment	6 years after repaid, cancelled, or assigned to DOE
Student Bankruptcy	6 years after case closed
Student Affairs	
Campus Police	
Record Type	Retention Period
Incident Reports – Non-criminal	3 years
Incident Reports – Misdemeanor	7 years
Incident Reports – Felony	Permanent
Cleary Reports	Permanent
Campus Safety	
Record Type	Retention Period
Annual Security and Fire Safety Report	3 years
Annual Evacuation Drill Records	3 years
Emergency Preparedness Manual	Permanent
Athletics	
Record Type	Retention Period
Scores and statistics	Permanent
Programs and media guides	Permanent
Drug Testing Consent forms	6 years from signed date
NAIA files	7 years
Recruiting Information	5 years after graduation or last date of attendance
Student files	5 years after graduation or last date

	of attendance
Student Affairs/Development	
Record Type	Retention Period
Student Conduct/Discipline	7 years from last term of enrollment; except Expulsion – Permanent
Counseling Files	7 years from last date of attendance
Health Services Files	10 years from last date of attendance
Disability Accommodations Files	7 years from last date of attendance
Student Handbook	Permanent copy after superseded
Student Government Records	7 years
Orientation Schedules	3 years
Student Written Complaints	10 years
Institutional Advancement	
Record Type	Retention Period
Any documents related to Alumni Affairs activities	3 years
Records that document gifts made to the college	7 years
Signed Scholarship agreements and memoranda of understanding	Permanent
Planned giving and real estate documents	Permanent
Fundraising solicitation materials	5 years
Contract/Grant Award notifications	10 years
Statements of work	10 years
Required reports for Contracts/Grants	10 years
Strategic Initiatives	
Record Type	Retention Period
Strategic Plan	Permanent
Annual Progress Reports for Strategic Plan	Permanent
Stillman Foundation Bylaws	Permanent
Stillman Foundation Articles of Incorporation and modifications	Permanent
Grant proposals	5 years after expiration/completion
Grants reports and close out documents	10 years after completion