

Department	Category	Retention Period
Academic Affairs		

Department	Category	Retention Period
	Manifest Systems Plan reports received from vendor	3 years

Department	Category	Retention Period
	Background checks, drug test results, driving records, company employment verifications, letters of reference and related documents	5 years
	Search material for non- faculty searches: All materials pertaining to searches for non-faculty employees are retained in the Human Resources Department. After that time, materials are reviewed and portions of the materials are retained move to personnel renaming HR	PERMANENT
	Employee Records	
	Terminated employee I=9 forms	The later of 3 years from date of hire or 1 year following termination of employment
	Compensation, job history and timekeeping records	4 years after termination
	FMLA and USERRA and related leave records	3 years after termination
	Performance appraisal and disciplinary action records	4 years after termination
	Benefit records	6 years after the filing date of the documents, based on the information they contain, or 6 years after the date on which such documents would have been filed but got an exemption or simplified reporting requirement
	Disputed issues (records relating to issues 2 years after resolution of dispute involving external agencies or parties, wage hour investigation by DOL, EOC charge, arbitrations, court actions, etc.) OSHA and employee safety records	5 years after termination
	Workers compensation claims	30 years after date of injury/illness
	Investigative records and disciplinary proceedings, including but not limited to statement of charge, transcript of hearing, notice of decision, letter of termination or resignation, letter of reinstatement, record of appeal procedure, and correspondence	6 years after employee separates from the College
	Compliance reports and records	
	State new hire reports	1 year after report was filed
	EEO=1	2 years after report was filed
	OSHA 300/300A	5 years after posting
	Form 5500	6 years after report was filed
	Federal/state tax reports	4 years after report was filed
	Labor Unions	
	Contracts	Permanent
	Grievance documentation, labor management minutes and other union related documents	7 years after contract ends
	Institutional Advancement	Alumni association file containing records concerning its relations with the college

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	Significant correspondence or records relating to decision-making or policy	PERMANENT
	Routine correspondence and related materials	1 year
	Alumni directory including but not limited to name, address, occupation, degree attained, marital status, and financial contributions of alumni	0 after superseded or obsolete
	Special gifts file documenting each non-routine gift to the college including but not limited to correspondence, agreements, stipulations, descriptions of gifts, and accession information	PERMANENT
	Summary donor file containing lists of individuals, organizations or corporations that have donated funds, works of art, or property to the college	

Department	Category	Retention Period
Physical Plant	Logs of service requests and computer record of requested and completed service requests	PERMANENT
	Original and current blueprints of all buildings on campus	PERMANENT
	Drawings, specs, inspections logs, O&M manuals, etc.	PERMANENT
	Records/inspection logs for elevator, fire alarms, underground fuel storage tanks, etc.	PERMANENT
	Tank Management	Life of Tank
	Air Management registration	5 years
	Site Remediation	Life of Facility

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Department	Category	Retention Period
	When offense involved was a Class A felony or arson	PERMANENT
	When offense involved was a crime (misdemeanor or felony), except Class A felony or arson	10 years after case closed
	When offense involved was a violation	7 years after case closed