

Baltimore City Community College



Changing Lives...Building Communities

**RECORDS RETENTION AND DISPOSAL SCHEDULES
Policy and Procedures Manual**

**Developed by BCCC Compliance Committee
October, 2007**

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Section 1



Policy: RECORDS RETENTION AND DISPOSAL

Applies to (check all that apply):

Faculty X Staff X Students _____
Division/Department _____ College _____

Topic/Issue:

To develop a system for storage and disposal of College records that will ensure efficient retrieval, retention and destruction of records.

Background to Issue/Rationale for Policy or Procedure:

The College needs to establish policies and procedures regarding records retention and disposal in order to comply with the Division of Records Management's requirements.

State/Federal Regulatory Requirements (cite if applicable):

Annotated Code of Maryland Title 10-633 and other requirements related to administration of higher education and financial aid from (cited in specific schedules):

- Code of Federal Regulations (CFR)
- Maryland Higher Education Commission (MHEC)
- Discipline/Industry specific regulations (i.e., Nursing, Athletics, Accounting and Finance, etc.)

Policy Language:

It is the policy of Baltimore City Community College to adhere to the requirements of the State of Maryland's Records Management Division, government regulatory agencies, industry oversight agencies and other applicable policies and procedures. We do this by:

- Providing adequate storage for College records,
- Establishing record retention and disposal schedules,
- Supervising the collection and destruction of College records and

- Developing procedures for the maintenance and retrieval of College records.

Approved by the Board of Trustees:

Proposed Implementation Date: Upon Board Approval

Originator/Division: President's Office

Reformatted:

Section 2

Introduction

Each state agency is required by State Government Article, Title 10, Sections 631 – 634, to:

“develop a continuing program for the economical and efficient management of its records, including the establishment and/or revision of records retention schedules in order to ensure proper and orderly disposal of not required by the operations of the agency.”

The State of Maryland’s Department of General Services provides guidelines for state agencies to develop their records retention schedules in its *Records Management Handbook*:

The key to effective records disposition is the records retention and disposal. A schedule lists and describes the records of an organization and indicates when they shall be disposed of or directs their permanent retention. Records retention schedules, however, are of little value unless they are systematically maintained and applied to the record of the agency concerned.”

Should you have any questions or concerns about the College’s records retention schedules, please see your Compliance Committee representative.

Section 3

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE	Schedule No. 1 Page 1 of 1
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Agency Baltimore City Community College	Division/Unit: Office of the President Department:
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Item No.	Description	Retention
1.	Board of Trustees Policy Manual	Permanent
2.	College Policies and Procedures	Permanent
3.	Office of the President Policies and Procedures	Permanent
4.	Minutes: Board of Trustees BOT Committees President's Staff College Council Administrators Committee Convocation Committee	Permanent Permanent 7 – 10 yrs 7 -10 yrs 7 – 10 2 yrs
5.	Communication /Correspondence	3- 5 yrs
6.	Report/Surveys/Analysis Accreditation Acquisitions Agreement	7 – 10 yrs Permanent Permanent Permanent
7.	Legal Docs	Permanent

Schedule Approved by Department, Agency or Division Representative Date _____ Signature _____ Typed Name _____ Title _____	Schedule Authorized by State Archivist Date _____ Signature _____
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Section 4

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. 2 Page 1 of 1
Agency Baltimore City Community College		Division/Unit: Office of the President Department: Human Resources
Item No.	Description	Retention
1.	Personnel Records	Retain while active and for 7 years thereafter.
2.	I'9's	Retain while active and for 7 years thereafter.
3.	Personnel I.D. Number (PIN)	Permanent
4.	Leave Records and Supporting Documents	Retain while active and for 7 years thereafter.
5.	Worker's Compensation Records	Retain while active and for 7 years thereafter.
6.	General Correspondence	Retain while active and for 7 years thereafter.
7.	Professional Development Records	Retain for 3 years.
Schedule Approved by Department, Agency or Division Representative Date _____ Signature _____ Typed Name _____ Title _____		Schedule Authorized by State Archivist Date _____ Signature _____

Section 5

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE	Schedule No. 3 Page 1 of 1
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Agency Baltimore City Community College	Division/Unit: Office of the President Department: Computer Information Technology Services
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Item No.	Description	Retention
1	Administration (Faculty & Staff) Records: Files on User's Home Directory Files on Network Directories Email Messages Applications Files	6 months 6 months 6 months 6 months
2	Student Records: Admission Forms Grades Transcripts Financial Aid Advising (GAP) Student Accounts Course Schedule Instructor Information Degree Audit	Permanent Permanent Permanent Permanent Permanent Permanent Permanent Permanent

Schedule Approved by Department, Agency or Division Representative Date _____ Signature _____ Typed Name _____ Title _____	Schedule Authorized by State Archivist Date _____ Signature _____
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Section 6

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE	Schedule No. 4 Page 1 of 1
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Agency Baltimore City Community College	Division/Unit: Office of the President Department: Office of Internal Audits
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Item No.	Description	Retention
1.	Periodic Audits and Reviews: Surprise Cash Counts Financial Aid Critical Transactions Admissions and Registration Critical Transactions	4 years or until legislative audit related findings are cleared by the legislative auditors.
2.	Investigations and special reviews: Fraud Hotline and Whistleblower Complaints Student issues – Financial aid, grades, transcripts, advising, bookstore, athletics, clubs & organizations Employee issues – Payroll, benefits, credentials, time sheet abuse, parking, procurement, purchase card, college property, etc. College Offices and Departments – Budgets, procurement, search and hiring processes, operating processes, etc.	7 years or until legislative and external audit related findings are cleared by the auditors
3.	Follow-up audits and reviews: Internal audits External Audits Legislative audits	4 years or until findings are cleared 4 years or until findings are cleared 7 years or until findings are cleared
4.	College Committees: Compliance Committee minutes Policy and Procedures Committee minutes Property Control Committee minutes	Permanent electronically Permanent electronically Permanent electronically

Schedule Approved by Department, Agency or Division Representative Date _____ Signature _____ Typed Name _____ Title _____	Schedule Authorized by State Archivist Date _____ Signature _____
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Section 7

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. 5 Page 1 of 20
Agency Baltimore City Community College Division/Unit: Business & Finance/ Financial Services Department : Student Accounting Office /General Accounting		
Item No.	Description	Retention
1.	Financial Records Financial Records – abandoned property records, account transactions, accounts receivable material, bad check records, bank books and statements, bank debit/credit memoranda, cancelled checks, cash income reports, cash register reports, cashier settlement sheets/certificates of deposit, Central Billing transactions, charges to other units/organizations for equipment/services and associated backup, check copies, check lists, check stubs, checkbooks and related data, contract items/transactions, courtesy certificate of deposit registrations, credit card sales/receipts, credits, deposits, disbursement vouchers, financial management system access forms, honoraria payments, inventory data, journal vouchers, miscellaneous payment requests, packing slips, payroll transfers, periodic financial reports, Perkins assignments, petty cash documentation, photocopier meter readings, receipts, reconciliations, refunds, returned checks, revolving fund material, sales records, scholarship account records, special payments, State Central Collection Unit transactions and bankrupt and return files, student account material, student check receipts, student loan material, suspense reports, Travel Card logs and supporting receipts, trial balance sheets, working fund records, 1099 change forms, and other financial material.	For College accounts, retain for 3 years and until audit requirements are met, then destroy. For federal and other sponsored accounts, retain for 5 years after the close of the contract or for 10 years after the date of record creation (whichever is less), then destroy. Retain accounts receivable material for 3 years after payment is received and until audit requirements are met, then destroy. Office of Record Financial Services Department.
Schedule Approved by Department, Agency or Division Representative Date _____ Signature _____ Typed Name _____ Title _____		Schedule Authorized by State Archivist Date _____ Signature _____

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. Page 2 of 20
Agency Baltimore City Community College Division/Unit: Business & Finance / Financial Services Department : General Accounting Office		
Item No.	Description	Retention
3.	Legislative Audit Files.	Financial Services Department to retain for 3 years, then destroy. Office of Record is the Maryland General Assembly Office of Legislative Audits.
4.	Baltimore City Community College Financial Audit Files	Financial Services Department to retain for 5 years, then destroy. Office of Record is the Baltimore City Community College Retain for 25 years, and then destroy.
5.	Energy Reports	Retain subsets of reversals, transmittals, and RSTARS reports for 3 years, and then destroy. Screen other material annually and destroy that material with no further value.
6.	Reconciliation SOAR Reports – daily reports supporting interface of the Soars to the State’s Accounting and Reporting System (STARS) or the Relational State’s Accounting and Reporting System (RSTARS).	Retain for 3 years and until audit requirements are met, then destroy.
7.	Office of Baltimore City Community College Interagency Reports – original RSTARS transaction register, Interagency batches and supporting invoices, transaction reconciliation worksheet files, and summary printouts of annual Interagency activity.	
Schedule Approved by Department, Agency or Division Representative Date _____ Signature _____ Typed Name _____ Title _____		Schedule Authorized by State Archivist Date _____ Signature _____

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. Page 3 of 20
Agency Baltimore City Community College		Division/Unit: Business & Finance / Financial Services Department : General Accounting Office
Item No.	Description	Retention
8.	Books of Final Entry – ledgers.	Retain in the Financial Services Department 5 years, and then send to Financial Service Archives at the permanent retention location.
9.	Batch Control Daily Reports and Overhead Program	Retain until month end has been successfully completed, then destroy.
10.	Travel Card Invoices – invoices from credit card vendors for travel purchases made for the Baltimore city community college	Retain for 3 years and until audit requirements are met, then destroy.
11.	Grant Funded Programs Books of Final Entry – ledgers	Retain in the Finance Services Department for 5 years, then send to Archives for permanent retention
12.	Grant Funded Programs Batch Control Daily Reports and Overhead Program	Retain for 3 years and until audit requirements are met, then destroy. Office of Record is the Contracts and Grants Office
13.	Student Account Adjustments.	Retain for 3 years and until audit requirements are met, then destroy. Office of Record is the Student Accounting Office.
Schedule Approved by Department, Agency or Division Representative Date _____ Signature _____ Typed Name _____ Title _____		Schedule Authorized by State Archivist Date _____ Signature _____

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. Page 4 of 20
Agency Baltimore City Community College		Division/Unit: Business & Finance / Financial Services Department : General Accounting Office
Item No.	Description	Retention
14	Approved Travel Requests and Expense Statements – documents evidencing appropriate approval to undertake travel on behalf of Baltimore City Communities College on official business, and documents summarizing expenses for which personal funds have been advanced by the traveler on behalf of the Baltimore City Community College	<p>For College accounts, retain for 3 years after the date of approval of travel request/expense statement and until audit requirements are met, then destroy.</p> <p>For federal and other sponsored accounts, retain for 5 years after the close of the contract or for 10 years after the date of approval of travel request/expense statement (whichever is less), then destroy.</p> <p>Office of Record Accounts Payable Office</p>
Schedule Approved by Department, Agency or Division Representative Date _____ Signature _____ Typed Name _____ Title _____		Schedule Authorized by State Archivist Date _____ Signature _____

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)		Schedule No.
		Page 5 of 20
Agency Baltimore City Community College Division/Unit: Business & Finance / Financial Services Department : Payroll Office		
Item No.	Description	Retention
15.	Payroll Records – journals, statements of payroll charges, one pay certification cards, check register, and other internal adjustment forms.	For College accounts, retain for 3 years and until audit requirements are met, then destroy. For federal and other sponsored accounts, retain for 5 years after the close of the contract or for 10 years after the date of record creation (whichever is less), then destroy. Office of Record is Payroll Office.
16.	Payroll Deduction Authorization Forms – applications by a faculty or staff member authorizing the Central Payroll Bureau to initiate or terminate deductions from an employee’s paycheck.	Retain for 3 years after the termination of deduction or employment (whichever is first), then destroy.
17.	Pay Reports – W-2, master exception, labor distribution, check register by Social Security Number, check register by account, and deductions taken Archive for permanent retention.	Retain for 25 years for customer service research, then destroy
18.	Miscellaneous Payroll Services Reports – computer-generated multiple and alphabetical lists, and W-4 reports	Retain for 8 weeks or until no further reference is required, and then destroy.
19.	Stop Payments, Check Cancellations, and Refunds – documentation for stop payments, check cancellations, and refunds	Screen annually and destroy material for which no further reference is required. Office of Record is the Central Payroll Bureau.
Schedule Approved by Department, Agency or Division Representative Date _____ Signature _____ Typed Name _____ Title _____		Schedule Authorized by State Archivist Date _____ Signature _____

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. Page 6 of 20
Agency Baltimore City Community College		Division/Unit: Business & Finance / Financial Services Department : Fiscal Planning and Reporting
Item No.	Description	Retention
20.	Budget Material – annual working budgets, annual asking budgets, budget amendments, budget histories, budget College material, tuition revenue projections, fringe benefit projections, and indirect cost projections.	Retain for 3 years and until audit requirements are met, then destroy. For federal and other sponsored accounts, retain for 5 years after the close of the contract or for 10 years after the date of record creation (whichever is less), then destroy. Office of Record is Fiscal Planning and Reporting.
21.	Finance Committee Files – minutes, agendas, related working documents, and letters of approval/disapproval regarding items discussed at committee meetings.	Fiscal Planning and Reporting office to retain for 5 years then send to Archives for permanent retention.
22.	Revenue Bond Reports.	Retain for 10 years and until audit requirements are met, then destroy.
Schedule Approved by Department, Agency or Division Representative Date _____ Signature _____ Typed Name _____ Title _____		Schedule Authorized by State Archivist Date _____ Signature _____

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. Page 7 of 20
Agency Baltimore City Community College Division/Unit: Business & Finance / Financial Services Department : Grants and Contracts Office		
Item No.	Description	Retention
23.	Contract and Grant Files – records that document contracts and grants received from any source, including applications, proposals, agreements, research reports, publicity notices, acknowledgments and transfer of funds records, controlling rules and regulations, copy of periodic reports, correspondence, and memoranda.	Retain State contract and grant files for 3 years after the close of the contract and after audit is concluded, then destroy. For federal and other sponsored contract and grant files, retain for 7 years after the close of the contract and after the audit is concluded, then destroy.
24.	Sponsored Project Equipment Records – material used to prepare equipment reports for federal sponsors annually and when the account is being closed. Includes budget, purchase requisitions, purchase orders, inventory documents, and reports made to sponsoring agencies.	Retain in the Grant contract office for 6 years, then for 4 additional years in storage and until audit requirements are met, and then destroy.
Schedule Approved by Department, Agency or Division Representative Date _____ Signature _____ Typed Name _____ Title _____		Schedule Authorized by State Archivist Date _____ Signature _____

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. Page 8 of 20
Agency Baltimore City Community College Division/Unit: Business & Finance / Administrative Services		
Department : Office of the Director		
Item No.	Description	Retention
25.	Property Files – material relating to the lease/purchase of property by the college.	Screen upon completion of lease or purchase and destroy that material for which no further reference is required. Remaining material with non-historical value to be retained for 15 years, and then destroyed. Remaining material with historical value to be document image permanent retention in State Archives at the State.
Schedule Approved by Department, Agency or Division Representative Date _____ Signature _____ Typed Name _____ Title _____		Schedule Authorized by State Archivist Date _____ Signature _____

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. Page 9 of 20
Agency Baltimore City Community College Division/Unit: Business & Finance / Administrative Services		
Department : Procurement Office		
Item No.	Description	Retention
25.	Mailbox Rental Agreements – documentation relating to the rental of mailboxes in the Mail Facility by college-affiliated organizations or individuals.	Retain for 3 years and until audit requirements are met, then destroy. Office of Record is the Procurement Office.
26.	Postage Report-College Postage Reports	Retail for 2 years then destroy.
27.	Procurement Contracts – contracts proposal, master contracts, construction and non-construction project contracts, freight rate contracts, moving contracts, and related documents.	Retain for 5 years after the close of the contract and until all audit requirements have been met, and then destroy.
28.	Procurement and Supply Vendor List – includes goods and services offered by responding vendors and indicates vendor identification of small business and minority business eligibility.	Retain until superseded, and then destroy.
29.	Travel Approval Signature Cards – records of the name and signature of the individual with Unit Approving Authority and those other individuals officially designated by the Approving Authority to approve travel requests and expense statements. Approved Travel Form and Requisition.	Retain for 3 years after card has been superseded and until audit requirements are met, then destroy. Office of Record is the Procurement Office.
Schedule Approved by Department, Agency or Division Representative Date _____ Signature _____ Typed Name _____ Title _____		Schedule Authorized by State Archivist Date _____ Signature _____

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. Page 10 of 20
Agency Baltimore City Community College Division/Unit: Business & Finance/ Administrative Services		
Department : Procurement Office		
Item No.	Description	Retention
29.	Purchasing Records – purchase orders, requisitions, invoices, purchasing card transaction logs, Baltimore City Community College purchasing cardholder agreements, advertising and bid requests, bids and quotes, bid tabulation records, requests for proposal and vendor responses, notices of award of contract, and purchasing register.	<p>For College accounts, retain for 5 years and until audit requirements are met, then destroy.</p> <p>For federal and other sponsored accounts, retain for 5 years after the close of the contract or for 10 years after the date of record creation (whichever is less), then destroy.</p> <p>Office of Record for purchasing card transaction logs and Small Procurement Orders is the Procurement Office.</p> <p>Office of Record for purchase card summary and support documentation is the General Accounting Office.</p>
Schedule Approved by Department, Agency or Division Representative Date _____ Signature _____ Typed Name _____ Title _____		Schedule Authorized by State Archivist Date _____ Signature _____

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. Page 11 of 20
Agency Baltimore City Community College Division/Unit: Business & Finance / Facilities Department : Physical Plant		
Item No.	Description	Retention
30.	Facilities Management Facilities Management Funding Documentation – copies of Board of Public Works letters to Department of General Services and approval of funds transfers, copies of selected Requests for Services general back-up authorization information that does not become part of Financial files, copies of State funding and Baltimore City Community College bond history, Baltimore City Community College-funded construction program “Project and Account Initiation Agreement” documents, Board of Trustee approvals, and Maryland Legislative submissions and approval.	Retain for 5 years from the date that the project is completed, and then destroy.
31.	Facilities Management Project Management Unit’s Project Files A. Requests for Estimates – individual files identified by work request (D- Log) numbers, campus, department, and building number. Includes change requests, schedules, diagrams, drawings, financial data, etc.	Retain in Facilities Management for 5 years after project completion or after placed in an inactive status, then send to the State Records Center for an additional 10 years, then destroy.
32.	B. Requests for Services – individual files identified by work request (D-Log) numbers, campus, department, and building number. Includes change requests, schedules, diagrams, drawings, financial data, correspondence, etc.	
Schedule Approved by Department, Agency or Division Representative Date _____ Signature _____ Typed Name _____ Title _____		Schedule Authorized by State Archivist Date _____ Signature _____

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. Page 12 of 20
Agency Baltimore City Community College Division/Unit: Business & Finance / Facilities Department : Property Administration		
Item No.	Description	Retention
33.	Inventory Material – records of capital and sensitive equipment, including disposal of surplus property forms and equipment loan forms.	Retain equipment loan forms until equipment is returned, then destroy. Retain other material for 3 years and until audit requirements are met, then destroy. Office of Record for equipment loan forms is the Unit. Office of Record for capital and sensitive inventory material is Inventory Control, Facilities. Office of Record for disposal of surplus property forms is the Property Administration Office
34.	Logistics Management Records – inbound and outbound shipment documentation, bills of lading, import and export documentation, freight invoices, delivery tickets, shipment claims, and related shipping/receiving/distribution material.	For College accounts, retain for 3 years and until audit requirements are met, then destroy. For federal and other sponsored accounts, retain for 5 years after the close of the contract or for 10 years after the date of record creation (whichever is less), then destroy.
Schedule Approved by Department, Agency or Division Representative Date _____ Signature _____ Typed Name _____ Title _____		Schedule Authorized by State Archivist Date _____ Signature _____

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. Page 13 of 20
Agency Baltimore City Community College Division/Unit: Business & Finance / Facilities Department : Physical Plant		
Item No.	Description	Retention
35.	Facilities Management Design Files – design program, architect/engineer selection and design contract award, design meeting minutes, drawing and specification reviews, correspondence, approval of construction documents, advertisement of project, receipt of bid proposals, and recommendation of construction award.	Screen upon completion of project and destroy that material for which no further reference is required, e.g., duplicates, progress prints, personal notes, etc. Remaining material having continuing value to be microfilmed one year after building occupancy for permanent retention in Baltimore City Community College Archives. Retain specifications and 100% contract drawings in paper form for 5 years after building occupancy, and then destroy. Destroy remaining material after it has been microfilmed.
36	Facilities Management Programming and Design Unit's Building Project Files – construction contracts, work initiation meeting minutes, construction change orders, design files, invoices, progress photos, final building punch-out records, building completion and acceptance, and contractor evaluations.	Retain files for 2 years after building completion, and then destroy.
Schedule Approved by Department, Agency or Division Representative Date _____ Signature _____ Typed Name _____ Title _____		Schedule Authorized by State Archivist Date _____ Signature _____

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. Page 14 of 20
Agency Baltimore City Community College Division/Unit: Business & Finance / Facilities Department : Physical Plant		
Item No.	Description	Retention
37.	Campus Maps – building names and numbers, topological surveys, site borings, steam lines, water lines, gas lines, electric service lines, telephone/video service lines, sanitary sewer lines, storm sewer lines, and central control and monitoring service.	Retain permanently in Facilities Management. Retain microfilmed set permanently in Baltimore City Community College Archives at the Baltimore City Community College.
38.	As-Built Drawings – as-built drawings for the Baltimore City Community College	Retain permanently in paper form in Facilities Management. Retain microfilmed set permanently in Baltimore City Community College Archives at the Baltimore City Community College.
39.	Campus and Project Photography – photographic documentation of the general College campus (aerial, districts, landscapes, buildings, architectural features) and projects (landscape and site development, buildings and structures including new and renovations/additions.	Retain in Facilities Management until inactive, and then transfer to College Archives at the State of Maryland for permanent retention.
40.	Tape Backup of Facilities Management Local Area Network Servers – files include project data, word processing documents, spreadsheets, and Computer-Aided Design and Drafting (CADD) material	Retain backup tapes for 10 years, and then destroy.
41.	Work Orders and Requests for Facilities Management Services.	Retain for 3 years and until audit requirements are met, then destroy.
Schedule Approved by Department, Agency or Division Representative Date _____ Signature _____ Typed Name _____ Title _____		Schedule Authorized by State Archivist Date _____ Signature _____

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. Page 15 of 20
Agency Baltimore City Community College		Division/Unit: Business & Finance / Facilities Department : Physical Plant
Item No.	Description	Retention
42	Construction Documents – contract information, bid proposals, pre-bid documents, minutes, building permits, as-built files, shop drawings, requests for information, change orders/proposals, design files, construction change bulletins and schedules, progress photos, inspection reports, field/non-compliance reports, certified payrolls, payment invoices, outage notices, project orders, submittal proposals, testing/inspection reports, quality assurance/quality control, guarantees/warranties, building acceptance documents, final punch lists, contractors’ evaluations, and equipment manuals.	Screen upon building completion and destroy that material for which no further reference is required, e.g., duplicates, progress prints, personal notes, etc. Retain historically significant drawings and specifications permanently in paper and microfilm at College Archives at the Baltimore City Community College Retain manuals for the life of the equipment, and then destroy. Remaining material with non-historical value to be retained for 15 years, and then destroyed. Remaining material with historical value to be document image for permanent retention in the College’s archives.
43.	Facilities Management Operating Account and Planning & Construction Project Files – funding documentation, contract files, invoices, certified payroll for contractors, project correspondence, requests for reimbursement from bond and general construction loan funds, and cost cards.	Retain operating account records for 10 years and until audit requirements are met, then destroy. Retain planning & construction project files for 5 years from the date the project is completed, then destroy.
Schedule Approved by Department, Agency or Division Representative Date _____ Signature _____ Typed Name _____ Title _____		Schedule Authorized by State Archivist Date _____ Signature _____

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. Page 16 of 20
Agency Baltimore City Community College Division/Unit: Business & Finance / Facilities Department : Physical Plant		
Item No.	Description	Retention
44.	Department of Facilities Planning Building Project Files – building files, capital programs files, facilities planning files, working group files, land files, lease files, site files, safety files, utility files, small-scale drawings, Teaching Facilities Committee files, Baltimore City Community College construction program material, building inventory lists and reports, environmental issues files, and capital improvement files.	Retain in the Department of Facilities Planning until project is completed, then screen to remove that material for which no further reference is required. Consult with State Archivist to determine which material has historical value and send that material to College Archives at the State for permanent retention. Retain remaining material for 25 years, and then destroy.
45.	Hazardous Material and Environmental Safety Files – reports and other pertinent material related to asbestos, laboratory safety (including laboratory training, files, inventory records, laboratory survey records, radiation user authorization, etc.), biohazard safety, lead safety, and assurance of hazardous procedures, incidence reports, permits, hazardous waste, radioactive waste, industrial hygiene, PCB transformer information, facility permits, civil defense material, and other related material.	Retain permanently in secure, fireproof location. Transfer material to Baltimore City Community College Archives at the warehouse space availability requires
Schedule Approved by Department, Agency or Division Representative Date _____ Signature _____ Typed Name _____ Title _____		Schedule Authorized by State Archivist Date _____ Signature _____

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. Page 17 of 20
Agency Baltimore City Community College Division/Unit : Business & Finance Department : Public Safety Department		
Item No.	Description	Retention
46.	Public Safety Faculty and Staff Public Safety Management Records – applications by faculty and staff members requesting a parking permit.	Retain for 3 years and until audit requirements are met, then destroy. Office of Record is the Public Safety Department
47.	Student Parking Registration Material – requests by students for a parking permit.	Public Safety Department of to retain for 5 years and until audit requirements is met then destroys.
48.	Special Projects Parking Permit Requests – applications requesting the registration of visitors, service/technician representatives, faculty, staff, alumni, emeritus faculty, construction workers, etc.	Public Safety Department to retain for 3 years and until audit requirements are met, then destroy
49.	Parking Registration Exception Requests – requests by students ineligible to register for parking for an exception to the policy.	Public Safety Department to retain for 1 year, then destroy.
50.	Vehicle Information Record – completed vehicle information record, backup material, and registered owner detail.	Public Safety Department to retain for 5 years and until audit requirements is met; then destroy.
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DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. Page 18 of 20
Agency Baltimore City Community College Division/Unit: Business & Finance Department : Public Safety Department		
Item No.	Description	Retention
51.	Monthly Parking Agreement – agreement signed by customers to arrange for monthly parking.	Public Safety Department to retain for 3 years and until audit requirements is met, and then destroy.
52.	Record of Impoundment – record of towing and release of vehicles.	Public Safety Department to retain for 5 years and until audit requirements is met, and then destroy.
53.	Parking Violation Notices – original, paid, and voided parking tickets.	Public Safety Department to retain for 10 years and until audit requirements is met, and then destroy.
Schedule Approved by Department, Agency or Division Representative Date _____ Signature _____ Typed Name _____ Title _____		Schedule Authorized by State Archivist Date _____ Signature _____

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE	Schedule No. Page 19 of 20
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Agency Baltimore City Community College Division/Unit: Business & Finance Department : Public Safety Department

Item No.	Description	Retention
54.	Ticket Appeals – parking ticket review material, including incoming correspondence pertaining to high-fine violations and archival printouts reflecting adjudicated tickets.	Destroy correspondence relating to voided tickets and general violations (low-fine) after resolution. Public Safety Department to retain other material for 3 years and until audit requirements is met, and then destroy.
55.	Ticket Abatement – list of uncollected parking tickets that are 3 years old or older.	Public Safety Department to retain for 3 years and until audit requirements are met, then destroy
56.	Archival Summaries of Parking Records – summaries of Parking Violation Notices; tickets and subsequent resolution; relevant information stemming from applications for parking permits; Public Safety address file of people not Baltimore City Community College; and statistical reports of information collected.	Public Safety Department to retain for 5 years and until audit requirements is met, and then destroy.

Schedule Approved by Department, Agency or Division Representative Date _____ Signature _____ Typed Name _____ Title _____	Schedule Authorized by State Archivist Date _____ Signature _____
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DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE	Schedule No. Page 20 of 20
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Agency Baltimore City Community College Division/Unit: Business and Finance Division Department : All departments

Item No.	Description	Retention
57.	If Archives at the Baltimore City Community College are not available, material having permanent retention will be transferred to the Maryland State Archives in Annapolis. If departmental archives are not available at the College, material having limited retention (i.e., 25 years) will be transferred to the State Records Center in Jessup.	If litigation, claims, or audits are started before a retention period ends, all related records must be retained until final action is taken.

Schedule Approved by Department, Agency or Division Representative Date _____ Signature _____ Typed Name _____ Title _____	Schedule Authorized by State Archivist Date _____ Signature _____
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Section 8

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. Page 1 of 2
Agency Baltimore City Community College		Division/Unit: Academic Affairs Department: Office of the Vice President
Item No.	Description	Retention
1	<p>General Correspondence and Office Files</p> <ul style="list-style-type: none"> ●Correspondence, Memoranda, and miscellaneous subject files relating to the activities of the office. ●MHEC (copies) ●Faculty Evaluation Ratings (taken from evaluations) ●Faculty Promotion Material (copies) ●Sabbatical Leave (copies) ●Articulation Agreements (copies) 	<p>Retain for 3 years then screen and destroy material having no value.</p> <p>Permanent Permanent Permanent Permanent Permanent</p>
2	<p>Minutes:</p> <ul style="list-style-type: none"> ●Academic Affairs Deans, Directors and Chairs Meetings ●Academic Council Meetings ●Business Advisory Council 	<p>Permanent Permanent Permanent</p>
3	<p>Academic and Student Affairs Committee Agenda Booklets and Minutes (Sub Committee of the Board of Trustees) 2005-Present. Booklet contains agenda and background material. Some items are presented to Board for action. Approved Minutes inserted into booklet. Meetings are held monthly.</p>	<p>Permanent. Five years in office of record, then transfer to State Archives.</p>
<p>Schedule Approved by Department, Agency or Division Representative</p> <p>Date _____</p> <p>Signature _____</p> <p>Typed Name _____</p> <p>Title _____</p>		<p>Schedule Authorized by State Archivist</p> <p>Date _____</p> <p>Signature _____</p>

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)**

Schedule No.
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Agency Baltimore City Community College **Division/Unit:** Academic Affairs
Department: Office of the Vice President for Academic Affairs

Item No.	Description	Retention
4	<p>Forms File (These forms are contained in binders.) These forms are copies. The originals are submitted to offices within the college for processing. The binders may contain some of the following documents: Timesheets, Purchase Requisitions, Expense Reports, Search Authorizations/Position Descriptions/Vacancy Announcements, Budget Transfers, Request for New Budget or Budget Amendment, On-Line Requisition Approval Path, PCA/Update, FMIS Request, Contractual Data Agreement Forms, adjunct faculty contracts, faculty schedule cards, credit card statements, Change in Space, Request for Equipment, Overtime Authorization, Key Request, Facilities Request, Duplicating Services, Storeroom Requisitions, Postage Request, etc.</p> <p>PARS (Personnel Action Requisitions) copies PCAR (Property Control Action Request) copies</p> <p>College Catalogs</p> <p>Student Files Binder contains letters to and from students and copies of course substitutions and independent study forms.</p>	<p>Retain Two years then destroy.</p> <p>Permanent Retain 3 years, then destroy</p> <p>Permanent</p> <p>Permanent</p>

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DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. Page 1 of 1
Agency Baltimore City Community College		Division/Unit: Academic Affairs Department: Division of Arts and Sciences
Item No.	Description	Retention
1	All memos, letters, and emails from the five academic departments (Behavioral and Social Sciences; English, Humanities and Languages; Biological and Physical Sciences; Mathematics and Engineering; and Visual and Performing Arts) under the Division of Arts and Sciences received from secretaries or department chairpersons.	7 years
Schedule Approved by Department, Agency or Division Representative Date <u>January 19, 2007</u> Signature _____ Typed Name <u>Deborah E. Francisco</u> Title <u>Office Secretary III</u>		Schedule Authorized by State Archivist Date _____ Signature _____

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. Page 1 of 1
Agency Baltimore City Community College		Division/Unit: Academic Affairs Department: Articulation and Partnerships
Item No.	Description	Retention
1.	Articulation agreements with Local Education Agencies (LEA's).	Permanent
2.	Articulation agreements with 4-year colleges and universities.	Permanent
3.	Advisory board agendas.	5 years
4.	Advisory board minutes.	5 years
Schedule Approved by Department, Agency or Division Representative Date _____ Signature _____ Typed Name _____ Title _____		Schedule Authorized by State Archivist Date _____ Signature _____

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. Page 1 of 2
Agency Baltimore City Community College		Division/Unit: Academic Affairs Department: Business and Management
Item No.	Description	Retention
1	Faculty and Staff evaluations	To be kept in Department files for five years and then destroyed.
2	ACBSP Accreditation Reports	To be kept in Department files for ten years and then destroyed.
3.	Faculty TAU's (copies)	To be kept in Department files for five years and then destroyed.
4.	Work Study Student agreements and timesheets	To be kept in Department files for five years and then destroyed.
5.	Book Adoption Forms (copies)	To be kept in Department files for five years and then destroyed.
6.	State of Maryland Expense Account Forms (copies)	To be kept in Department files for five years and then destroyed.
7.	Department and Advisory board minutes.	To be kept in Department files for five years and then destroyed.
Schedule Approved by Department, Agency or Division Representative Date _____ Signature _____ Typed Name _____ Title _____		Schedule Authorized by State Archivist Date _____ Signature _____

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Schedule No. <hr/> Page 2 of 2
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Agency Baltimore City Community College	Division/Unit: Academic Affairs Department:
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Item No.	Description	Retention
8.	College credit card statements.	To be kept in Department files for five years and then destroyed.
9.	Storeroom requisitions	To be kept in Department files for five years and then destroyed.
10.	Contractual employee agreements, assignment sheets and timesheets.	To be kept in Department files for five years and then destroyed.

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DEPARTMENT OF GENERAL SERVICES		Schedule No.
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RECORDS RETENTION AND DISPOSAL SCHEDULE		
Agency Baltimore City Community College		Division/Unit: Academic Affairs Department: Dental Hygiene
Item No.	Description	Retention
	<p>Patient records including radiographs, models, x-rays, and laboratory reports Corporations and Associations Title 5. Special Types of Corporations. <i>Subtitle 4. Personal Medical Records</i> Sec. 4-403 Destruction of medical records. (b) Except for a minor patient, unless a patient is notified, a health care provider may not destroy a medical record or laboratory or X-ray report about a patient for</p> <p>(c) In the case of a minor patient, a medical record or laboratory or X-ray report about a minor patient</p>	<p>5 years after the record or report is made.</p> <p>May not be destroyed until the patient attains the age of majority plus 3 years or for 5 years after the record or report is made, whichever is later.</p>
Schedule Approved by Department, Agency or Division Representative Date _____ Signature _____ Typed Name _____ Title _____		Schedule Authorized by State Archivist Date _____ Signature _____

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. Page of 1 1
Agency Baltimore City Community College		Division/Unit: Academic Affairs Department: ENGLISH, HUMANITIES, & LANGUAGES
Item No.	Description	Retention
	Student Grievances	1 Academic Year
	Completed Repeat Course Forms	1 Academic Year
	Switch Course Agreement Forms	1 Academic Year
Schedule Approved by Department, Agency or Division Representative Date <u>12/15/06</u> Signature _____ Typed Name <u>Valerie McQueen-Bey</u> Title <u>Secretary</u>		Schedule Authorized by State Archivist Date _____ Signature _____

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. 1 Page 1 of 1
Agency Baltimore City Community College		Division/Unit: Academic Affairs Department: Nursing, Allied Health and Human Services
Item No.	Description	Retention
1.	Program Accreditation letters	Retain permanently.
2.	Policy and Procedures	Transfer to State Archives periodically.
3.	Student Records Grievance Hearings Complaints	Retain for five years, then destroy
4.	Resumes Random Employee	Retain for one year, then box. Except for employees, retain permanently.
5.	Budget Departments Reimbursements Division expenditures	
6.	Advisory Board Listings	
7.	Clinical Field Sites	
8	Articulation agreements with other Colleges/Institutions	Retain for five years, then transfer.
Schedule Approved by Department, Agency or Division Representative Date _____ Signature _____ Typed Name _____ Title _____		Schedule Authorized by State Archivist Date _____ Signature _____

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE	Schedule No. Page 1 of 1
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Agency Baltimore City Community College	Division/Unit: Academic Affairs Department: Schedule Development
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Item No.	Description	Retention
1.	MASTER SCHEDULE CHANGE FORMS	7 YEARS
2.	INDEPENDENT STUDY FORMS	
3.	SCHEDULING PROTOCOLS	

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Section 9

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE**

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Agency Baltimore City Community College		Division/Unit: Student Affairs Department: Admissions	
Item No.	Description	Retention	
1	<p>Admissions Data/Documents for Applicants Who Do Not Enroll Acceptance letters Advanced placement records Applications for admission Correspondence, relevant</p> <p>Entrance examination reports/test scores (e.g., ACT, SAT, LSAT, MCAT, GRE)</p> <p>Letters of recommendation</p> <p>Medical Records</p> <p>Military documents</p> <p>Placement test scores and reports</p> <p>Readmission forms</p> <p>Recruitment materials</p> <p>Other test scores</p> <p>Transcripts other college (see note 3)</p> <p>Transcripts-high school (see note 3)</p> <p><u>Copies of International Student Documents, if available:</u> Copy of Employment Authorization (work permit), if granted Copy of Alien Registration Card (evidence of admissibility as a permanent resident) 1-20 (certificate of eligibility for F-1 visa status) Copy of 1-94 Card (document issued to non-immigrants; also known as Arrival-Departure Record) IAP 66 (certificate of eligibility for J-1 visa status) Passport number Statement of educational Costs (shows estimate of total school year costs) Statement of Financial Responsibility (shows evidence of adequate financial resources)</p>	1 year after application term	1 year after application term
Schedule Approved by Department, Agency, or Division Representative.		Schedule Authorized by State Archivist	
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Title _____		_____	

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
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Schedule No.

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Agency: Baltimore City Community College

Division/Unit: Student Affairs
Department: Admissions

Item No.	Description	Retention
1	<p align="center"><u>Admissions Data/Documents for Applicants Who Do Enroll</u></p> <p>Acceptance letters</p> <p>Advanced placement records</p> <p>Applications for admission</p> <p>Correspondence, relevant</p> <p>Entrance examination reports/test scores (e.g., ACT, SAT, LSAT, MCAT, GRE)</p> <p>Letters of recommendation</p> <p>Medical Records</p> <p>Military documents</p> <p>Placement test scores and reports</p> <p>Recruitment materials</p> <p>Residency classification forms</p> <p>Student waivers for rights of access to see letters of recommendation for admission</p> <p>Other test scores</p>	<p>5 yrs after graduation or date of last attendance</p> <p>5 yrs after graduation or date of last attendance</p> <p>5 yrs after graduation or date of last attendance</p> <p>5 yrs after graduation or date of last attendance</p> <p>5 yrs after graduation or date of last attendance</p> <p>5 yrs after graduation or date of last attendance</p> <p>Until admitted (see note 2)</p> <p>5 yrs after graduation or date of last attendance</p> <p>5 yrs after graduation or date of last attendance</p> <p>5 yrs after graduation or date of last attendance</p> <p>5 yrs after graduation or date of last attendance</p> <p>May dispose of materials after enrollment</p> <p>5 yrs after graduation or date of last attendance</p> <p>Until terminated (see note 2)</p> <p>5 yrs after graduation or date of last attendance</p>

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<p style="text-align: center;">DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)</p>		<p style="text-align: center;">Schedule No.</p>
<p>Agency</p>		<p style="text-align: center;">Page of</p> <p style="text-align: center;">Division/Unit</p>
<p>Item No.</p>	<p style="text-align: center;">Description</p>	<p style="text-align: center;">Retention</p>
	<p>Transcripts other college (see note 3)</p> <p>Transcripts-high school (see note 3)</p> <p><u>International Student Documents:</u> Copy of Employment Authorization (work permit), if granted Copy of Alien Registration Card (evidence of admissibility as a permanent resident) 1-20 (certificate of eligibility for F-1 visa status) Copy of 1-94 Card (document issued to non-immigrants; also known as Arrival-Departure Record) IAP 66 (certificate of eligibility for J-1 visa status) Passport number Statement of educational Costs (shows estimate of total school year costs) Statement of Financial Responsibility (shows evidence of adequate financial resources)</p>	<p>5 yrs after graduation or date of last attendance (see note 6)</p> <p>5 yrs after graduation or date of last attendance (see note 6)</p> <p>No upper limit for international students on given visas. For exchange visitor visas, 3 years after graduation or date of last attendance.</p>

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE**

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Agency
Baltimore City Community College

Division/Unit: Student Affairs
Department: Registration

Item No.	Description	Retention
1	<p style="text-align: center;"><u>Registration and Attendance/Academic Progress Records</u></p> <p>Academic action authorizations (dismissal, etc.)</p> <p>Academic records (including narrative evaluations, competency assessments, etc.)</p> <p>Advanced placement and other placement tests record/scores (e.g., ASSET, Compass, Accuplacer)</p> <p>Applications for graduation</p> <p>Applications for admission for readmission (reentry)</p> <p>Audit authorizations</p> <p>Changes of course (add/drop)</p> <p>Change of grade forms (update documents)</p> <p>Class lists (original grade sheets)</p> <p>Class schedules (students)</p> <p>Correspondence, relevant</p> <p>Credit by examination reports/scores (e.g., Advanced Placements, CLEP, PEP)</p> <p>Credit/no credit approvals (audit, pass/fair, etc.)</p> <p>Curriculum change authorizations</p> <p>Degree audit records</p> <p>Disciplinary action documents</p> <p>Fee assessment forms</p>	<p>5yrs after graduation or date of last attendance</p> <p>Permanent</p> <p>5yrs after graduation or date of last attendance</p> <p>1yr after graduation or date of last attendance</p> <p>5yrs after graduation or date of last attendance</p> <p>1yr after date submitted</p> <p>1yr after date submitted</p> <p>Permanent</p> <p>Permanent</p> <p>1yr after graduation or date of last attendance</p> <p>5yrs after graduation or date of last attendance</p> <p>5yrs after graduation or date of last attendance</p> <p>1yr after date submitted</p> <p>5yrs after graduation or date of last attendance</p> <p>5yrs after graduation or date of last attendance (see note 7)</p> <p>5yrs after graduation or date of last attendance (see note 3)</p> <p>3yrs after annual audit has been accepted by the Department of Education (see note 5)</p>

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**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE**

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Item No.	Description	Retention
	FERPA documents Financial aid documents (see Retention Schedule H – Federal Aid record Requirements) Foreign/international student forms (1-20, etc.) Grade reports (registrar’s copies) Graduation lists Graduation authorizations Hold or encumbrance authorizations Medical records Military documents Name change authorizations Pass/fail requests Personal data information forms Registration forms Transcript requests (student) Transfer credit evaluations Tuition and fee charges Withdrawal authorization	5yrs after graduation or date of last attendance (see note 9) 1yr after date distributed Permanent 5 yrs after graduation or date of last attendance Until released 1yr after graduation or date of last attendance (see note 8) 5yrs after graduation or date of last attendance 5yrs after graduation or date of last attendance 1yr after date submitted 1yr after graduation or date of last attendance 1yr after date submitted 1yr after date submitted 5yrs after graduation or date of last attendance 5yrs after graduation or date of last attendance 2yrs after graduation or date of last attendance 5yrs after graduation or date of last attendance

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**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No.

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Agency: Baltimore City Community College

Division/Unit: Student Affairs

Department: Registration

Item No.	Description	Retention
1	<p align="center"><u>Certification data/documents</u></p> <p>Enrollment verification</p> <p>Financial aid assistance records (see Retention Schedule H)</p> <p>Social Security certifications</p> <p>Teacher certification</p> <p>Veterans administration</p>	<p>1 yr after verification</p> <p>3 yrs after graduation or date of last attendance</p> <p>1 yr after certification</p> <p>1 yr after certification</p> <p>3 yrs after graduation or date of last attendance</p>

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**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
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Agency: Baltimore City Community College

Division/Unit: Student Affairs
Department: Enrollment Management

Item No.	Description	Retention
1	<u>Publications, Statistical Data/Documents, and Institutional Reports</u> Catalogs Commencement Program Degree statistics Enrollment statistics Grade statistics Race/ethnicity statistics Schedule of classes (institutional)	Permanent Permanent Permanent Permanent Permanent Permanent

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DEPARTMENT OF GENERAL SERVICES

Schedule No.

**RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE**

Agency: Baltimore City Community College

Division/Unit: Student Affairs

Department: Student Life

Item No.	Description	Retention
1	<p align="center"><u>Family Educational Rights and Privacy Act Data/Documents</u></p> <p>Requests for formal hearings</p> <p>Requests and disclosures of personally identifiable information</p> <p>Student requests on content of records regarding hearing panel decisions</p> <p>Student 's written consent for records disclosure</p> <p>Waivers for rights of access</p> <p>Written decisions of hearing panels</p>	<p>Permanent</p> <p>Permanent</p> <p>Until terminated by the student or permanent</p> <p>Permanent</p> <p>Until terminated by the student or permanent</p> <p>Until terminated by the student or permanent</p>

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**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No.

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Agency
Baltimore City Community College

Division/Unit: Student Affairs
Department: Student Retention

Item No.	Description	Retention
1	<p align="center"><u>Federal Disclosure Record</u></p> <p>Crime Statistics/Security Report</p> <p>SRK Graduation/Completion, Transfer-out Data</p> <p>Athletic Participation/EADA documents</p> <p>Institutional Information (Cost of Attendance, Withdrawal Procedures, Accreditation, etc.)</p>	<p>3 years from date of required disclosure (see examples below)</p> <p>3 years from date of required disclosure (see examples below)</p> <p>3 years from date of required disclosure (see examples below)</p> <p>3 years from disclosure, i.e., end of award year (see examples below)</p>

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RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No.

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Agency Baltimore City Community College **Division/Unit:** Student Affairs
Department: Financial Aid

Item No.	Description	Retention
1	<p align="center"><u>Federal Student Financial Aid (SFA) Record Retention Requirements</u></p> <p><u>SFA Program Records</u></p> <p>Program Participation Accrediting and licensing agency review, approvals and reports State agency reports Audit and review reports Self-evaluation reports Other records pertaining to financial responsibility and standards of administrative capability</p>	<p>3 years from award year 3 years from award year 3 years from award year 3 years from award year 3 years from award year 3 years from award year</p>
2	<p><u>SFA Fiscal Records</u></p> <p>Records of SFA program transactions Bank statements for accounting containing SFA funds Records of student accounts Ledgers identifying SFA transactions Federal work-study payroll records Records supporting data on required reports, such as:</p> <ul style="list-style-type: none"> - SFA program reconciliation reports - Audit reports and school responses - Pell grant statements of accounts - Accrediting and licensing agency reports 	<p>3 years from award year 3 years from award year 3 years from award year 3 years from award year 3 years from award year 3 years from award year 3 years from award year 3 years from award year 3 years from award year</p>

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Baltimore City Community College

Division/Unit

Item No.	Description	Retention
3	<p>The Student Aid Report (SAR) or Institutional Student Information Record (ISIR)</p> <p>Application data submitted to the Dept. of education or lender by the school on behalf of the student</p> <p>Documentation of student's eligibility</p> <p>Financial aid history for Transfer students</p> <p>Documentation of student's program of study and courses enrolled in</p> <p>Data used establish student's admission, enrollment status, period of enrollment</p> <p>Documents used to verify applicant's data</p> <p>Documentation related to the receipt of aid, such as: amount grant, loan, FWS award; and calculations used to determine aid amounts</p> <p>Date and amount of disbursements</p> <p>Documentation of initial or exit loan counseling</p> <p>Reports and forms used for participation in the SFA program</p> <p>Documentation supporting the school's calculation of its completion/graduation or transfer-out rate</p>	<p>3 years from award year</p> <p>3 years from award year</p> <p>3 years from award year</p> <p>3 years from award year</p> <p>3 years from award year</p> <p>3 years from award year</p> <p>3 years from award year</p> <p>3 years from award year</p> <p>3 years from award year</p> <p>3 years from award year</p> <p>3 years from award year</p> <p>3 years from award year</p> <p>3 years from award year</p>

**DEPARTMENT OF GENERAL SERVICES
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RECORDS RETENTION AND DISPOSAL SCHEDULE
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4	<p>Requirements for Specific Aid</p> <p>Campus-based aid (Perkins loan, SEOG, and Federal Work Study) Pell Grant Fiscal Operations Report (FISAP)</p> <p>Perkins repayment records</p> <p>Perkins original promissory notes</p> <p>FFEL and Direct Loans: -Borrower's eligibility records</p> <p>-All other records/reports</p>	<p>3 years from award year</p> <p>3 years from award year 3 years from end of award year report submitted</p> <p>3 years from date loan assigned, cancelled, or repaid</p> <p>Until loan is satisfied or documents are needed to enforce obligation</p> <p>3 years from end of award student last attended</p> <p>3 years from end of award report submitted</p>
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Section 10

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE	Schedule No. Page 1 of 1
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Agency Baltimore City Community College	Division/Unit: BCEC Department:
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Item No.	Description	Retention
1	Federal/State contracts and grant material Grant application Executable Contracts Approval letters Letters of Intent Amendments to grants and contracts.	The Federal/State contracts and grant material should be held for 5 years, or the length of time required in the grant or contract, whichever is longer. However, it should be noted for both contracts and grants, when an audit or litigation is initiated before expiration of the prescribed retention period, records must be retained until the audit findings or litigation is resolved.

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**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE**

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Agency
Baltimore City Community College

Division/Unit: Foundation/Development
Department: Office of Grant Development

Item No.	Description	Retention
	<p>Federal, State, Local contracts and grant material Grant Applications Contract Bid Applications Letters of Intent Approval letters or notices Executed Contracts Amendments to grants and contracts Grant and Contract Program Narrative Reports</p>	<p>Federal, State, and local contracts and grant materials should be held for five years or the length of the grant or contract term [stored in the Office of Grant Development (hard copies in file cabinet), and electronic copies on BCCC Intranet]. If litigation or an audit is initiated for both contracts and grants, however, records must be retained until the litigation or audit findings are resolved.</p>

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