Great Falls College MSU
Record Retention Schedule

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Montana University System General Record Retention Schedule

General Record Retention Schedule Overview

I. **Introduction.** The General Records Retention Schedule (General Schedule) of the Montana University System governs the management and disposition of university records.

   The majority of records listed on this General Schedule are common to many units across campuses.

II. **Purpose.** The purpose of General Schedule is to create a uniform set of schedules for the retention and disposition of records, created or maintained in the course of university business, that document each institution and its functions, policies and procedures, decisions and other activities.

III. **Records and Public Records.** A **record** is defined as information in any form or medium (including electronic records and electronic mail) that is within the campus's control and relates to its activity or business. Recorded information that is personal and not related to the business of the unit is not a record.

   As public institutions of the state of Montana, many of the records of Montana University System campuses may also meet the definition of a **public record** under Montana law. A "**public record**" is "any paper, correspondence, form, book, photograph, microfilm, magnetic tape, computer storage media, map, drawing or other document, including all copies thereof, regardless of physical form or characteristics" that has been created or received by a campus "in connection with the transaction of official business." It includes "all other records or documents required by law to be filed with or kept" by a state agency or local government. Records that are "for reference purposes only, a preliminary draft, telephone messages, routing slips are not considered public records and need not be maintained. (Section 2-6-202, MCA, 2-6-401, MCA). General Records Retention Schedule 9 provides a detailed list of documents that are not considered public records." From Montana Secretary of State website.

   Electronic mail, or e-mail, "sent or received in connection with the transaction of official business" may also be considered a public record. For more information about managing e-mail, see E-Mail Guidelines: **A Management Guide for the Retention of E-Mail Records for Montana State Government.**

IV. **Campus responsibilities.** All campuses should familiarize themselves with the General Schedule, and have an understanding of what records—paper-based and electronic—they create and/or receive and are required to manage.

   Individual departments or units within a campus may wish to conduct an inventory of their records and map them to the General Schedule. If a unit identifies records that do not map to the General Schedule, the unit may need to develop a unique record retention schedule for those records. All new and unit unique schedules must be in writing and approved by the legal counsel for the campus.

V. **Rules of Application.**
   • The office of origin/creation is responsible for retention of the record series for the minimum length of retention, unless the campus assigns responsibility for certain records to another office.
   • If a record appears to fit in more than one category, apply the narrowest category.
   • If no category fits, look for an analogous category and follow its guidance.
   • When in doubt, err toward a longer retention period.
   • The retention periods in the schedule are minimums and also recommended as appropriate maximum retention periods.
   • If a federal or state statute or regulation specifies a longer retention period for any type of record received, created, or maintained by MUS campuses, the statute or regulation or litigation hold overrides this schedule. The official record holder for the record should be familiar with any statutes or regulations that may apply to the unit's records. If any record holder is unsure of the applicability of any statute or regulation, he or she may contact Legal Counsel.
   • Upon notice of a legal investigation, audit, dispute, or claim; receipt of a litigation hold or upon service of legal process through subpoena, summons or other means for delivery of records, all scheduled destruction of records related to the matter shall be immediately suspended and destruction of the records would not occur until the matter is fully resolved and finalized.

VI. Retention and Disposition Terminology.

• *Active* = Retain while in active use.

• *Archival Review* = Record series that have content of value to documenting the institution's history should be considered for permanent retention. If retention is warranted, files may be maintained by office of origin or designated archival repository. Records that contain authentic evidence of a campuses organization, function, policies, decisions, procedures, operations, or other activities are examples of records with historical value. This type of information may be found in policy records, organizational documents, memos, correspondence, and reports. If a series is not marked for archival review, it still may be appropriate to consider review if the records have unique or important historical value.

• *CY* = Current Fiscal Year. The fiscal year begins July 1st and ends the following June 30th.

• *Destroy* = Destroy at end of retention period. If the series or item contains restricted information, the records must be destroyed in a secure manner such as incineration, shredding or secure electronic destruction. If the material does not contain restricted information the records may be destroyed by placing in trash or recycle (preferred), or via electronic destruction, or by a secure method.

• *Record Retention Schedule* = A record retention schedule provides the framework for an effective record management program. It provides the basis for decisions related to minimum record retention and approved dispositions of records. The General Schedule is intended to provide guidance for consistent record keeping across the campuses of the MUS.

• *Permanent* = Record series determined to have demonstrated historical, legal or administrative value to a particular unit on campus that will be maintained permanently.

• *Until Superseded* = Retain until superseded or obsolete. This retention period pertains to documents that are routinely updated and therefore superseded by the current version.

VII. Resources Consulted:

American Association of Registrars and Admissions Officers. Retention, Disposal, and Archive of Student Records. (2013)

Montana Code Annotated. http://leg.mt.gov/BILLS/MCA_toc/index.htm. Accessed December 22, 2015.

State of Montana General Record Retention Schedules. http://sos.mt.gov/records/State/index.asp. Accessed December 22, 2015.

Record	Description	Retention	Disposition	Position Responsible
Course Catalog / Bulletin	Course catalogs or bulletins that include course offerings, program requirements, and related policies and procedures.	Active	Permanent	Registrar
Course Evaluation Records	Records of students' evaluations of teaching personnel and courses.	CY + 10 yrs.	Destroy	Academic Division Directors
Course Schedule	Record of courses actually held / given by the institution	CY + 1 yr.	Archival Review	Registrar
Course Syllabi	Syllabi of offered courses.	CY + 10 yrs.	Destroy	Academic Division Directors
New Degree Program and Course Proposal Records	Records of the development of new degree programs, courses and related curricula.	CY + 5 yrs.	Archival Review	Chief Academic Officer
Program Review and Development Records	Internal and external review of academic programs	CY + 5 yrs.	Archival Review	Chief Academic Officer
Student Handbooks		Active	Archival Review	Academic Division Directors

ACCOUNTING & FINANCIAL

Record	Description	Retention	Disposition	Position Responsible
Accounts Payable and Receivable Documentation	Records related to payment of financial obligations.	CY + 5 yrs. (GRRS 2)	Destroy	Controller's Office
Annual Financial Reports	Consolidated year-end report of financial documentation showing assets and liabilities.	CY + 4 yrs.	Archival Review	Controller's Office
Budgets	Approved annual or other periodic budgets for the institution.	CY + 5 yrs.	Archival Review	Budget Analyst
Cash, Check and Credit Card Transactions	Records of payments, including forms and receipts.	CY + 2 yrs.	Destroy	Controller's Office
Credit Card (Procurement Card) Administration Records	Records of administration of credit cards issued to institutional staff and units.	CY + 6 yrs.	Destroy	Controller's Office
Delivery Slips	Documents sent with purchased goods indicating items shipped	CY + 3 yrs.	Destroy	Purchasing Officer
Hold or encumbrance authorizations	Registration and transcript holds	Last year of enrollment + 3	Destroy	Controller's Office
Interdepartmental Billing	Records of charges owed by internal institutional departments and functions to other departments.	CY + 5 yrs.	Destroy	Controller's Office
Miscellaneous Accounting Reports	Records of the production of various accounting reports made by individual offices or departments on a periodic basis.	CY + 6 yrs.	Destroy	Controller's Office
Procurement Records	Purchase orders and contracts for successful procurement / awarding of bids.	Contract expiration + 8 yrs. (GRRS 4)	Destroy	Purchasing Officer
Procurement Solicitations	Records of the process and completion of solicitation.	CY + 4 yrs. (GRRS 4)	Destroy	Purchasing Officer
Ticket Sales and Event Cash Reconciliation Records	Records of the printing, selling, distribution, and accounting of tickets for institution-sponsored athletic, performing arts, and other events where a price is charged for admission.	CY + 5 yrs.	Destroy	Controller's Office
Travel Reimbursement Documentation	Documentation maintained n support of reimbursement to university employees for university related travel.	CY + 4 yrs.	Destroy	Controller's Office

Record	Description	Retention	Disposition	Position Responsible
Accreditation Files	University, college or department files documenting accreditation review by accrediting agencies.	CY + 10 yrs.	Archival Review	CAO
Administrative and Annual Reports	Reports on the institution and its subdivisions. (*This category does not include audits or annual financial reports.*)	CY + 3 yrs.	Archival Review	CAO/Accreditation Liaison Officer
Audit Records	Reports on internal and external audits of various institutional functions, including fiscal, performance, academic, athletic, and compliance audits.	CY + 4 yrs.	Archival Review	Controller
Awards Records	Records of the process of selecting institutional faculty, staff, students, and alumni to receive awards, scholarships, and merit-based fellowships, including list of award recipients.	CY + 3 yrs.	Archival Review	
Contracts and Agreements	Legal contracts or agreements that the institution or its units enter into with other entities.	Contract expiration + 8 yrs. (MCA 27-2-202)	Destroy	Controller
Delegation of Authority	Records of the certification of the institution's employees who are authorized to sign fiscal and contractual documents.	End of authorization + 1 yr.	Destroy	Controller
Election Records	Records of elections held by institutional organizations.	CY + 3 yrs.	Destroy	Each institutional organization holds pertinent records
General Files, Upper Administration	Files of presidents, chancellors, upper-level administrators, deans, directors, and chairs.	CY + 3 yrs.	Archival Review	All noted in description
Gift Records	Records of realized funding of the institution, whether from private individual or corporate sources.	Active	Permanent	Development Office
Grievance Records	Records of grievances against the institution which are resolved without litigation. (*This category does not include grievances by students.*)	CY + 3 yrs.	Destroy	Human Resources Office
Insurance Policy Records	Records of insurance maintained by the institution.	Active + 3 yrs. (GRRS 3-7)	Destroy	Budget Analyst
Legal Case Records	Records of legal disputes involving the institution.	Final decision + 5 yrs.	Archival Review	CEO/Dean's Office

GFC MSU Record Retention Schedule.xlsx

ADMINISTRATIVE

Record	Description	Retention	Disposition	Position Responsible
Minutes and Agendas	Minutes and agendas of boards, committees, councils, senates, major committees, task forces, and other institutional units and organizations.	CY + 3 yrs.	Archival Review	Program Directors Division Directors Anyone in charge of leading a group noted in the description
Organizational Charts	Organizational Charts	Active + 10 yrs.	Archival Review	Human Resources Office
Policies and Procedures Records	Records of institutional and unit policies and procedures and the sources and process of policy creation.	Until Superseded	Permanent	Executive Assistant to the CEO/Dean
Public Records Requests	Records of public requests for information.	Last action + 3 yrs.	Destroy	Communications & Marketing Office
Publications	Includes newsletters, news releases, publicity photographs and brochures.	Active + 1 yr.	Archival Review	Communications & Marketing Office
Radio and Television License Records	Records of licensing of institutional radio stations and television channels with the Federal Communications Commission.	License expiration + 3 yrs.	Destroy	n/a
Strategic and Institutional Plans	Records of the development of short-term or long-term plans for the institution.	Until Superseded	Permanent	CFO
Trademark Records	Records documenting campus-owned trademarks	Active	Permanent	CFO – Controller ? Communications & Marketing
Transient Materials	Documents, including telephone messages, notes, drafts and other materials, which serve to convey information of temporary value.	Active	Destroy	All Employees
Unit/Institution/ Organization History	Records of the historical development of the institution, its units, or organizations associated with it.	Active	Archival Review	Communications & Marketing Office
Video and Sound Recordings	Records in video or audio format of institutional activities and events with significant relevance to the mission of the institution or an individual unit.	Active	Archival Review	Communications & Marketing Office

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Record	Description	Retention	Disposition	Position Responsible
Building and Construction Documentation	Records of construction of the institution's building and grounds.	Active	Permanent	Director of Facilities Services
Equipment Inventory Records	Inventories of major equipment.	Active + 3 yrs.	Destroy	
Government Property Records	Records of "agency-owned" (usually federal) properties loaned to the institution, or agency-owned property purchased with (usually federal) non-institutional state funds for research contract use. Records may include copies of federal form DD 1419; memoranda of understanding or agreements, and other related documentation.	Active + 3 yrs.	Destroy	Director of Facilities Services
Motor Vehicle Records	Records of titles, maintenance and usage.	Active + 6 yrs.	Destroy	Director of Facilities Services
Operating and Maintenance Records	Records of the operations and maintenance of institutional utilities.	CY + 10 yrs.	Destroy	Director of Facilities Services
Real Estate Records	Records of real property acquired and sold by the institution.	Active + 8 yrs.	Permanent	Controllers Office
Real Property Leases	Records of real property leased by the institution.	Active + 8 yrs.	Destroy	Controllers Office
Surplus Property Records	Records of changes in institution-owned property; requests to declare items surplus, salvage, or scrap; removal and sale or disposal of excess equipment and other surplus items including proceeds from sales.	CY + 6 yrs.	Destroy	Director of Facilities Services & Purchasing Officer
Work Orders Records	Records of requests and authorizations for needed services and/or repairs to institutional property and equipment.	CY + 2 yrs.	Destroy	Director of Facilities Services

Record	Description	Retention	Disposition	Position Responsible
Student Financial Aid - Program Records				
Accrediting and licensing agency review, approvals, and reports		Award year + 3	Destroy	Financial Aid Director
Audit reports and school responses		Award year + 3		Financial Aid Director
Records pertaining to financial responsibility and standards of administrative capability		Award year + 3	Destroy	Financial Aid Director and Controller
Program Participation Agreement		Award year + 3	Destroy	Financial Aid Director
Self-evaluation reports		Award year + 3	Destroy	N/A for this campus
State agency reports		Award year + 3	Destroy	Financial Aid Director
Student Financial Aid - Fiscal Records				
Bank statements for accounts containing SFA funds		Award year + 3	Destroy	Controller
Federal work-study payroll records		Award year + 3	Destroy	Payroll Office
Ledgers identifying SFA transactions		Award year + 3	Destroy	Controller
Records of SFA program transactions		Award year + 3	Destroy	Controller
Records of student accounts		Award year + 3	Destroy	Controller
Records supporting data on required reports (SFA program reconciliation reports, audit reports and school responses, Pell Grant statements of accounts, accrediting and licensing agency reports)		Award year + 3	Destroy	Financial Aid Director and/or Controller

FEDERAL STUDENT AID (SFA)

Record	Description	Retention	Disposition	Position Responsible
		Student Financial Aid - Recipient Records		
Application data submitted to the Dept. of Education or lender by the school on behalf of the student		Award year + 3	Destroy	Financial Aid Director
Data used to establish student's admission, enrollment status, and period of enrollment		Award year + 3	Destroy	Financial Aid Director
Date and amount of disbursements		Award year + 3	Destroy	Financial Aid Director
Documentation of student's eligibility		Award year + 3	Destroy	Financial Aid Director
Documentation of student's satisfactory academic progress		Award year + 3	Destroy	Financial Aid Director
Documentation of student's program of study and enrolled courses		Award year + 3	Destroy	Financial Aid Director
Documentation related to the receipt of aid, such as the amount of grant, loan or FWS award, and calculations used to determine aid amounts		Award year + 3	Destroy	Financial Aid Director
Documentation of initial or exit loan counseling		Award year + 3	Destroy	Financial Aid Director
Documentation supporting the school's calculation of its completion/ graduation or transfer-out rate		Award year + 3	Destroy	Research Analyst
Documents used to verify applicant's data		Award year + 3	Destroy	Financial Aid Director
Financial aid history for transfer students		Award year + 3	Destroy	Financial Aid Director

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Record	Description	Retention	Disposition	Position Responsible
Reports and forms used for participation in the SFA program		Award year + 3	Destroy	Financial Aid Director
Student Aid Report (SAR) or Institutional Student Information Record (ISIR)		Award year + 3	Destroy	Financial Aid Director
Student Financial Aid - Requirements for Specific Aid				
Borrowers eligibility records		Last date of attendance + 3	Destroy	Financial Aid Director
Campus-based aid (Perkins loan, SEOG, and Federal Work Study)		End of award year + 3	Destroy	Financial Aid Director
FFEL and Direct Loans		End of award year + 3	Destroy	Financial Aid Director
Fiscal Operations Report and Application to Participate (FISAP)		Date of report submission + 3	Destroy	Financial Aid Director
Pell Grant		End of award year + 3	Destroy	Financial Aid Director
Perkins repayment records		Date loan assigned, cancelled or repaid + 3	Destroy	N/A for this campus
Perkins original promissory notes		Until loan is satisfied or documents are needed to enforce obligation	Destroy	N/A for this campus
All other records/reports		End of award year or date of submission + 3	Destroy	Financial Aid Director

Record	Description	Retention	Disposition	Position Responsible
Facilities and Administration Costs	Records of the analysis of grant indirect costs in preparation of the federal F&A rate	CY + 10 yrs.	Destroy	Controllers Office
Grants - Funded	Records of funded grant proposals.	Account closed + 10 yrs.	Destroy	Controllers Office
Grants - Unfunded	Records of unfunded grant proposals.	Submission + 18 mos.	Destroy	Controllers Office
Human Subjects Records	Records of the review of research proposals that involve any type of use of human subjects.	Project completed + 3 yrs.	Destroy	n/a
Institutional Animal Care and Use Records	Records document the care and proposed use of animals by the institution for research purposes.	Activity completed + 3 yrs.	Destroy	n/a
Laboratory Notebooks	Records of the routine research activities of non-grant funded research projects.	Project completed + 6 yrs.	Destroy	n/a
Laboratory Reports	Records of the results of laboratory testing performed for clients.	Report date + 6 yrs.	Destroy	n/a
Misconduct Records	Records of accusations of misconduct brought forward by or against faculty or students and relating to research projects.	Term of project + 7 yrs. (MSU policy, sec. 800)	Destroy	n/a
Payment Records	Records of requests and justification for transfers of direct payment funds from federal or other external grantors.	CY + 10 yrs.	Destroy	Controllers Office
Research Records	Records of the research activity associated with grant-funded projects.	Account closed + 10 yrs.	Destroy	n/a
Sponsored Programs Records	Records of the establishment and administration of individually sponsored grant/contract restricted funds accounts and of compliance with fiscal reporting requirements.	Account closed + 10 yrs.	Destroy	Controllers Office
Technology Transfer Records	Records of the transfer of technology, patents, copyright, etc. from the institution to outside entities.	Active + 6 yrs.	Archival Review	n/a

Record	Description	Retention	Disposition	Position Responsible
Communicable Disease Records	These records fulfill the public health requirement of reporting the discovery of communicable disease.	CY + 5 yrs. Or as required by program accreditation	Destroy	Director of Health Sciences Division
Counseling, Psychological, and Psychiatric Case Records	Records of clients who are provided counseling, psychological, and psychiatric services through the institution's counseling center.	Last contact + 7 yrs.	Destroy	n/a
Health History Forms	Records of a student's medical history.	Last service + 7 yrs. Or as required by program accreditation	Destroy	Director of Health Sciences Division
Licensure Records	Records of the professional and regulatory issuance of credentials to individuals and facilities providing services within the student health center.	Later of CY + 4 yrs. or until superseded Or as required by program accreditation	Destroy	Director of Health Sciences Division
Medical Records	Records of the medical services history provided for patients.	Later of last service + 7 yrs. or client reached age 21 Or as required by program accreditation	Destroy	Director of Health Sciences Division
Patient Logs	Records of patients who visit the student health center.	CY + 3 yrs. Or as required by program accreditation	Destroy	Director of Health Sciences Division
Pharmacy Prescription Dispensation Records	Records of drug dispensations (initial and refills) administered.	CY + 5 yrs. Or as required by program accreditation	Destroy	Director of Health Sciences Division
Student Health Insurance Records	Records of students' insurance coverage activity under institution insurance policies.	CY + 3 yrs. Or as required by program accreditation	Destroy	Director of Health Sciences Division
X-rays	Records of student X-rays, including a log of X-rays going out and coming in for professional reference and other related documentation.	Last service + 7 yrs. Or as required by program accreditation	Destroy	Director of Health Sciences Division

Record	Description	Retention	Disposition	Position Responsible
Affirmative Action Plan Records	Records of the campus Affirmative Action Plan and related records regarding application self-identification, evaluations of effectiveness, recruitment and outreach efforts , benchmark goals.	Active + 3yrs.	Archival Review	Executive Director HR
Anti-Discrimination Law Compliance Records	Records of internal complaints of discrimination, investigative records, and records related to the incident complained of.	Active + 5 yrs.	Archival Review	Executive Director HR
Background Check Records	Background check records related to employment and any other background check records required under campus policies	End of employment or date of background check (for non-employees) + 5 yrs.	Destroy	Recruitment Specialist
Bargaining Unit Records	Records of negotiations and contractual agreements between the institution and a bargaining unit.	Active + 10 yrs.	Archival Review	Executive Director HR
Employee Education and Training Records	Records of employees' continuing education and training.	End of employment + 10 yrs. (GRRS 5)	Destroy	Recruitment Specialist
Payroll Records	Records of the administration of employee paychecks. Records may include payroll check registers, check delivery logs, direct deposit authorization forms, payroll request forms, pay action forms, pay reduction notices, emergency payroll draw forms, and other related documentation and correspondence.	End of employment + 10 yrs.	Destroy	Payroll Manager
Personnel Record	Records of employees' work history at the institution, including formal evaluation and disciplinary records.	End of employment + 10 yrs.	Archival Review	Recruitment Specialist
Position Descriptions	Records of job descriptions for staff and faculty positions, as well as reclassification of position descriptions.	Active + 2 yrs. (GRRS 5)	Destroy	HR Generalist/ Recruitment Specialist
Recruitment Records	Records of review of all stages of hiring by the institution.	Active + 3 yrs. (GRRS 5)	Destroy	HR Generalist/ Recruitment Specialist

Record	Description	Retention	Disposition	Position Responsible
Sabbatical Leave Records	Records of sabbatical leave activities of institution faculty.	End of leave + 5 yrs.	Destroy	CAO

Record	Description	Retention	Disposition	Position Responsible
Computer System Security Records	Records of the security of an institution, department, or office computer system.	Until superseded + 3 yrs.	Destroy	Director of IT
Help Desk Logs and Reports	Records used to document requests for assistance and responses to those requests	4 yrs. (GRRS 6)	Destroy	Director of IT
Information System User Access Records	Records created to control individual access to a system for administrative and security purposes.	Active + 3 yrs. (GRRS 6)	Destroy	Director of IT
Information Systems Backup Files	Copies of master files or databases, application software, logs, directories, and other documentation maintained solely for business continuity and disaster recovery purposes.	90 days	Destroy	Director of IT
Information Systems Equipment Support Files	Information on data processing equipment, software, and other products and their vendors.	Active + 3 yrs.	Destroy	Director of IT
Usage Files	Records created to monitor computer system and network usage.	90 days	Destroy	Director of IT

Record	Description	Retention	Disposition	Position Responsible
Bicycle Licenses / Permits Records	Records of the registration of bicycles on campus. Records may include registration cards, and other related documentation.	Active + 3 yrs.	Destroy	n/a
Child and Youth Program Participant Records	Records of the participation of children and youth in programs sponsored by the institution.	CY + 6 yrs.	Destroy	Director of Lifelong Learning
Events Administration Records	Records of planning, facilities, services, and accommodations for major events on campus.	CY + 3 yrs.	Destroy	CFO/Events Coordinator
Key Issuance Records	Key assignments and deposits (if applicable) for institutional faculty, staff, students, and others using the institution's facilities.	Key returned + 1 yr.	Destroy	Director of Facilities Services
Parking Records	Records of the regulation of on-campus parking, including citations.	Resolution + 1 yr.	Destroy	n/a
Postal and Shipping Records	Records of items that are mailed by the department via UPS, U.S. Postal Service, Federal Express, or another carrier.	CY + 3 yrs.	Destroy	Print Center Manager
Sports Merchandising Records	Records of the sale of institutional and NCAA or NAIA-licensed merchandise at sporting events.	CFY + 4 yrs.	Destroy	n/a
Student Athletes Academic Advising Records	Records of academic advising of prospective and current student athletes.	Last year of enrollment + 6 yrs.	Destroy	n/a
Student Athletes Medical Records	Records of the medical history of each athlete before and during his/her attendance at the institution.	Last year of enrollment + 7 yrs.	Destroy	n/a

Record	Description	Retention	Disposition	Position Responsible
Athletic Scholarship and Grant -in-Aid Award Records	Records pertaining to player eligibility and receipt of financial aid in the form of scholarships.	CY + 6 yrs.	Destroy	n/a
Athletic Eligibility Records	Records of verification by intercollegiate athletics of student athletes' academic.	CY + 6 yrs.	Destroy	n/a
Competition Record Forms	Records of individual games and competitions.	CY + 6 yrs.	Destroy	n/a
Game Arrangement Records	Records of arrangements made for and the schedules of past games.	CY + 5 yrs.	Destroy	n/a
Game Statistics	Records of playing and attendance statistics pertaining to each game and the season for each sport by playing year.	CY + 6 yrs.	Archival Review	n/a
Individual Athletes Records	Records of the athletic history of each athlete who has competed at the institution.	CY + 6 yrs.	Archival Review	n/a
Insurance Records	Records of medical treatment services rendered off campus for practice or playing related injuries or illnesses which are eligible for partial payment by institutional athletic insurance.	Last year of enrollment + 7 yrs.	Destroy	n/a
NCAA / NAIA Compliance Records	Athletics compliance records	CY + 6	Destroy	n/a
Sports Merchandising Records	Records of the sale of institutional and NCAA or NAIA-licensed merchandise at sporting events.	CFY + 4 yrs.	Destroy	n/a
Student Athletes Academic Advising Records	Records of academic advising of prospective and current student athletes.	Last year of enrollment + 6 yrs.	Destroy	n/a
Student Athletes Medical Records	Records of the medical history of each athlete before and during his/her attendance at the institution.	Last year of enrollment + 7 yrs.	Destroy	n/a

Record	Description	Retention	Disposition	Position Responsible
Appraisal Records	Records of monetary value appraisals completed by private parties for artifacts, objects, and collections held by the institution.	Active	Permanent	Director of eLearning & Weaver Library
Collection Records	Collection records, including acquisition documentation, deeds of gift, and copyright information for items in institutional repositories which are used for research purposes.	Active	Permanent	Director of eLearning & Weaver Library

SAFETY & SECURITY

Record	Description	Retention	Disposition	Position Responsible
Incident and Injury Records	Records maintained by the institution of incident, injury or accident.	Final disposition + 3 yrs.	Destroy	Manager, Operations & Finance
Chemical and Hazardous Waste Disposal Records	Records of the receipt, shipment, and disposal of chemical material or hazardous wastes on campus.	Event + 30 yrs.	Destroy	Manager, Operations & Finance
Emergency Plans and Procedures	Records related to emergency planning, and to response and recovery procedures, including reestablishment of data and other services.	Until superseded + 1 yr.	Destroy	Manager, Operations & Finance
Radiation Records	Records of the licensing of the institution by federal, state, and local agencies to receive, use, store, dispose of, and ship radioactive materials. Records of receipt, handling and disposal of radioactive materials.	Active	Permanent	n/a

STUDENTS

Record	Description	Retention	Disposition	Position Responsible
		Documents for Applicants Who Do Not Enroll - Admission Documents		
Admission letters	Notices of admission, waitlist and denial	Intended Term of Enrollment + 1	Destroy	Registrar
Correspondence, relevant		Intended Term of Enrollment + 1	Destroy	Registrar
Waivers of rights of access (admissions)	Waiving right of access to admission letters of recommendation	Intended Term of Enrollment + 1	Destroy	n/a
Name changes	SSN card and related forms	5 years after application in paper, permanently in banner	Destroy	Registrar
		Documents for Applicants Who Do Not Enroll - Application Materials		
Applications for admission or re-admission	Admission application such as undergraduate, graduate, international or non-degree/special admittance	Intended Term of Enrollment + 1	Destroy	Registrar
Credit by examination	Reports/scores on Advanced Placement, CLEP, PEP, etc.	Intended Term of Enrollment + 1	Destroy	Registrar
Entrance examination reports/test scores	Standardized test scores, such as ACT/SAT, LSAT, MCAT, GRE, TOEFL	Intended Term of Enrollment + 1	Destroy	Registrar
Medical Records	i.e., immunization records	Intended Term of Enrollment + 1	Destroy	Registrar
Letters of recommendation (admissions)		Intended Term of Enrollment + 1	Destroy	Registrar
Military documents		Intended Term of Enrollment + 1	Destroy	Registrar
Placement test records/scores		Intended Term of Enrollment + 1	Destroy	Registrar
classification forms		Intended Term of Enrollment + 1	Destroy	Registrar
Test scores (other)		Intended Term of Enrollment + 1	Destroy	Registrar
Transcripts (high school)		Intended Term of Enrollment + 1	Destroy	Registrar

STUDENTS

Record	Description	Retention	Disposition	Position Responsible
Transcripts (other colleges)		Intended Term of Enrollment + 1	Destroy	Registrar
Documents for Applicants Who Do Not Enroll - International Student Documents				
Alien Registration Receipt Card	Evidence of admissibility as a permanent residency	Intended Term of Enrollment + 1	Destroy	Registrar
DS-2019	Certificate of eligibility for J1 visa status (formerly IAP-66)	Intended Term of Enrollment + 1	Destroy	Registrar
Employment Authorization (work permit), if granted		Intended Term of Enrollment + 1	Destroy	Registrar
I20	Certificate of eligibility for F-1 visa status	Intended Term of Enrollment + 1	Destroy	Registrar
I94 Card (copy)	Document issued to nonimmigrants; also known as Arrival Departure Record	Intended Term of Enrollment + 1	Destroy	Registrar
Passport number		Intended Term of Enrollment + 1	Destroy	Registrar
Statement of Educational Costs	Estimate of total school year costs	Intended Term of Enrollment + 1	Destroy	Registrar
Statement of Financial Responsibility	Evidence of adequate financial resources	Intended Term of Enrollment + 1	Destroy	Registrar
Admissions Records for Applicants Who Enroll - Admission Documents				
Admissions letters (including those programs with a separate admissions process from the general application)	Notice of admission, denial, or waitlist	Last year of enrollment + 5	Destroy	Registrar
Correspondence (relevant)		Last year of enrollment + 5	Destroy	Registrar
Waivers of rights of access (admissions)	Waiving right of access to admission letters of recommendation	Last year of enrollment + 5	Destroy	n/a
Admissions Records for Applicants Who Enroll - Application Materials				
Applications for admission or re-admission	Admission application such as undergraduate, graduate, international, or non-degree/special admittance.	First year of enrollment + 5	Destroy	Registrar

GFC MSU Record Retention Schedule.xlsx

Record	Description	Retention	Disposition	Position Responsible
Credit by examination	Reports/scores on Advanced Placement, CLEP, PEP, etc.	First year of enrollment + 5	Destroy	Registrar
Entrance examination reports/test scores	Standardized test scores, such as ACT/SAT, LSAT, MCAT, GRE, TOEFL	Last year of enrollment + 5	Destroy	Registrar
Medical Records	i.e., immunization records	Last year of enrollment + 5	Destroy	Registrar
Letters of recommendation (admissions)		Last year of enrollment + 5	Destroy	Registrar
Military documents		Last year of enrollment + 5	Destroy	Registrar
Placement test scores/reports		Last year of enrollment + 5	Destroy	Registrar
Release from high school or dual enrollment forms		Last year of enrollment + 5	Destroy	Registrar
Residency classification forms		Last year of enrollment + 5	Destroy	Registrar
Test scores (other)		Last year of enrollment + 5	Destroy	Registrar
Transcripts (high school)		Last year of enrollment + 5	Destroy	Registrar
Transcripts (other colleges)		Last year of enrollment + 5	Destroy	Registrar
Name changes	SSN card and related forms	Last year of enrollment + 5	Destroy	Registrar
Admissions Records for Applicants Who Enroll - International Student Documents				
Alien registration receipt card	Evidence of admissibility as a permanent resident	Last year of enrollment + 5	Destroy	Registrar
DS-2019	Certificate of eligibility for J1 visa status (formerly IAP-66)	Last year of enrollment + 5	Destroy	Registrar
Employment Authorization (work permit), if granted		Last year of enrollment + 5	Destroy	Registrar
I-20	Certificate of eligibility for F-1 visa status	Last year of enrollment + 5	Destroy	Registrar

Record	Description	Retention	Disposition	Position Responsible
I94 Card (copy)	Document issued to nonimmigrants; also known as Arrival Departure Record	Last year of enrollment + 5	Destroy	Registrar
Passport number		Last year of enrollment + 5	Destroy	Registrar
Statement of Educational Costs	Estimate of total school year costs	Last year of enrollment + 5	Destroy	Registrar
Statement of Financial Responsibility	Evidence of adequate financial resources	Last year of enrollment + 5	Destroy	Registrar
Student Academic Records - Academic Program Records				
Academic advisement records		Last year of enrollment + 5	Destroy	Registrar & Advising & Career Center staff
Academic warning	Notice of academic action related to academic non-performance/deficiency	Last year of enrollment + 5	Destroy	Registrar
Academic suspension	Notice of academic action related to academic non-performance/deficiency	Last year of enrollment + 5	Destroy	Registrar
Academic dismissal	Notice of academic action related to academic non-performance/deficiency	Last year of enrollment + 5	Permanent	Registrar
Academic integrity code violations (with sanctions)	Notice of violation of academic integrity policies including sanctions, if any	Last year of enrollment + 5	Permanent	Registrar
Academic Records (miscellaneous)	Narrative evaluations, competency assessments, etc.	Last year of enrollment + 5	Permanent	Registrar
Correspondence (student)	Related to academic records, inquiries	Last year of enrollment + 5	Destroy	Registrar
Disciplinary action records	Grade or program actions, notice of sanctions related to personal conduct	Last year of enrollment + 5	Destroy	Registrar
Grievance/ complaint (by student)	Various course/exam related issues, not grade or FERPA disputes.	Last year of enrollment + 5	Destroy	SAO Office
Leave of absence		Last year of enrollment + 5	Destroy	n/a
Major changes, certification of 2nd majors, minors		Current Term + 1	Destroy	Registrar
Petitions (academic)	Exceptions to academic rules	Last year of enrollment + 5	Destroy	Registrar
Thesis/Dissertation		Active	Permanent	n/a

Record	Description	Retention	Disposition	Position Responsible
Transcripts	Permanent academic record	Active	Permanent	Registrar
Student Academic Records - Certification/Verification Records				
Enrollment verifications	Verifications of enrollment, graduation, GPA, and other related academics	Current Term + 1	Destroy	Registrar
Residency verification records	Documents in support of verifying residency in state for tuition purposes	Last year of enrollment + 3	Destroy	Registrar
Teacher certifications		Last year of enrollment + 3	Destroy	n/a
Transcript requests (student)	Official transcript requests by student	Submission + 1	Destroy	Registrar
VA certification records	Certifying documents for federal VA benefits	Last year of enrollment + 3	Destroy	Financial Aid
Student Academic Records - Degree and Certificate Records				
Application for degree or other credential	Degree application, record of degree name. etc.	Last year of enrollment + 3	Destroy	Registrar
Degree audit records	Degree audits in support of graduation clearing	Last year of enrollment + 3	Destroy	Registrar
Graduation lists	List of graduates for graduating class	Active	Permanent	Registrar
Substitution/waivers	Approvals to meet program requirements with administrative action	Last year of enrollment + 3	Destroy	Registrar
Student Academic Records - Grade and Scholarship/ Deficiency Records				
Exams (final)/graded coursework		Date of course completion + 1	Destroy	Faculty
Grade appeal/complaint	Student final grade disputes	CY + 1	Destroy	SAO or CAO
Grade book (faculty)	Record of students in course and work completed	Date of course completion + 5	Destroy	Faculty
Grade change forms	Record of authorization to change grade	Last year of enrollment + 5	Destroy	Registrar
Grade reports (midterm)	Record of midterm grades submitted by faculty	Current term	Destroy	Registrar
Grade submission sheets/data	Original record of grades submitted at end of term	Active	Permanent	Registrar
Student Academic Records - Miscellaneous Records				
Name change authorizations		Last year of enrollment + 5	Destroy	Registrar
Personal data information forms	Change of address, race/ethnicity questionnaires, and other demographic data	Last year of enrollment + 5	Destroy	Registrar

Record	Description	Retention	Disposition	Position Responsible
Transfer credit evaluations		Last year of enrollment + 5	Destroy	Registrar
Student Academic Records - Registration and Enrollment Records				
Class Schedules (students)	Student schedules for each term	Last year of enrollment + 5	Destroy	Registrar
Class lists	Record of class rosters for each term	CY + 5	Destroy	Registrar
Course repeat form/approval		Last year of enrollment + 5	Destroy	Registrar
Credit/no credit, audit, or pass/no pass approvals	Authorization for various enrollment options	Submittal + 3	Destroy	Registrar
Enrollment changes	Record of student add/drop/withdraw from class	Submittal + 3	Destroy	Registrar
Registration/ enrollment records	Initial registration forms, current enrollment records	CY + 3	Destroy	Registrar
Withdrawal/ cancellation of enrollment records	Record of request to withdraw from all classes	CY + 3	Destroy	Registrar
Publications, Statistical Data, and Institutional Reports				
Catalogs	Published annually or bi-annually, record of courses, degrees, and programs of study offered	Active	Permanent	Registrar
Commencement programs	Published record of graduates for public distribution	Active	Permanent	Registrar
Degree statistics	Record of degrees granted by institution per graduation term and/or annually	Active	Permanent	Registrar & Insitutional Research
Enrollment statistics	Per term report of enrolled students, e.g., by class, by course totals, headcount and FTE	Active	Permanent	Registrar & Insitutional Research
Grade distribution and other grade statistics	Report of grades given, including summary grade point statistics by class	Active	Permanent	Registrar & Insitutional Research
Instructor evaluations (by students)		CY + 1	Destroy	Academic Division Directors
Race/ethnicity reporting	Report of student enrollment, graduation, and other metrics by race and ethnic origin	Active	Permanent	Registrar & Insitutional Research
FERPA Records				
Requests for formal hearings	Student-initiated request for formal hearing regarding amendment of education record	Same as education record at issue	Same as education record at issue	Registrar
Requests for and disclosures of personally identifiable information	Necessary for compliance with recordkeeping requirements in FERPA	Same as PII at issue	Same as PII at issue	Registrar

Record	Description	Retention	Disposition	Position Responsible
Requests for nondisclosure of directory information	Student request to opt-out of directory information disclosure	Active	Permanent, or until the request is terminated by student	Registrar
Statements on content of records regarding hearing panel decisions	If student request for amendment of record is not granted, then student statement must be maintained in the record, and disclosed whenever the record is disclosed	Same as education record at issue	Same as education record at issue	Registrar
Written consent for records disclosure	Student signed (electronic or paper) authorization for disclosure of education record	Same as education record at issue	Same as education record at issue	Registrar
Waivers for rights of access	Covers confidential letters and statements of recommendations related to the student's admissions; application for employment; or receipt of an honor or honorary recognition (section 99.12(b)(3))	Same as education record at issue	Same as education record at issue	Registrar
Written decisions of hearing panels	Decisions resulting from formal hearings regarding amendment of education records	Same as education record at issue	Same as education record at issue	CSAO
Federal Disclosure Records				
Athletic Participation/EADA documents		Date of required disclosure + 3	Destroy	n/a
College Costs, accreditation, textbook information, transfer credit policy	Complies with Higher Education Opportunity Act	Date of required disclosure + 3	Destroy	Registrar
Crime Statistics/ Security Reports	Complies with Clery Act reporting requirements	Date of required disclosure + 3	Destroy	CSAO
Graduation/ completion, Transfer-out Data	Complies with Student Right-to-Know legislation	Date of required disclosure + 3	Destroy	Registrar & Research Analyst
Institutional information (Cost of attendance, withdrawal procedures, accreditation, etc.)		Date of required disclosure + 3	Destroy	Registrar

STUDENTS

Record	Description	Retention	Disposition	Position Responsible
	Miscellaneous			
Services to Students with Disabilities Records	Records of student participation in the services to students with disabilities program.	Active	Permanent	Disability Services
Disability Services documents	Disability Services Intake Applications, documentation of disability records, accommodation request records	Last year of enrollment + 5	Destroy	Disability Services
Student Organization Administrative Records	Records of the history, development, and policies of campus student organizations.	CY + 5 yrs.	Archival Review	

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