Montgomery County Community College Records Retention Schedule

1.1 Board Committees
a. Bylaws b. Meeting Notices c. Agendas d. Minutes e. Membership Lists 1.2 Documents concerning members of the Board of Trustees a. Curriculum Vitae and newspaper articles b. Conflict of Interest Forms 5 years after resignation of Board Member
b. Meeting Notices c. Agendas d. Minutes e. Membership Lists 1.2 Documents concerning members of the Board of Trustees a. Curriculum Vitae and newspaper articles b. Conflict of Interest Forms 5 years after resignation of Board Member
c. Agendas d. Minutes e. Membership Lists 1.2 Documents concerning members of the Board of Trustees a. Curriculum Vitae and newspaper articles b. Conflict of Interest Forms 5 years after resignation of Board Member
d. Minutes e. Membership Lists 1.2 Documents concerning members of the Board of Trustees a. Curriculum Vitae and newspaper articles b. Conflict of Interest Forms 5 years after resignation of Board Member
e. Membership Lists 1.2 Documents concerning members of the Board of Trustees a. Curriculum Vitae and newspaper articles b. Conflict of Interest Forms 5 years after resignation of Board Member
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Member
Member
1.3 Charter and Amendments to Charter Permanent
and Related Correspondence
1.4 Institutional Policies and Manuals Permanent
1.5 Mission Statement/Strategic Plans Permanent
1.6 News Releases Permanent
1.7 Organization Charts Permanent
2. Financial Records
2.1 Tax returns Permanent
2.2 Conflict of Interest Form Permanent
2.3 IRS Determination Letter Permanent
2.4 Budgets 50 years
2.5 Financial Statements (Audited) Permanent
2.6 IRS Rulings 10 years after receipt of ruling
2.7 Letters of Credit 7 years
2.8 Accounts payable and receivable
a. Accounts payable and receivable records 7 years
b. Books of Account 7 years
c. Financial statements; annual reports to Permanent
government agencies
d. Records of property subject to gain 7 years after taxable disposition
or loss treatment
e. Records supporting items of 7 years
income, deductions and credits
3. Foundation Documents
3.1 Annual Donor Reports Permanent
3.2 Annual Finance Reports Permanent
3.3 Annual Giving Reports Permanent
3.4 Donor Gift Deposit Records 7 years
3.5 Donor Gift File Permanent

4.	Legal Documents	
	4.1 Contracts and Related Correspondence	6 years after expiration or termination of the contract
	4.2 Settlement agreements	Permanent
	4.3 Complaints and Answers	Permanent
<i>5</i> .	Intellectual Property Documents	1 crimanent
	5.1 Copyrights (General)	3 years after expiration
	5.2 Patents (Applications, Assignments, License Agreements)	6 years after expiration
6.	Purchasing	
	6.1 Purchase Orders	6 years from date of issue
	6.2 Invoices	6 years from date of payment
	6.3 Bid file and related correspondence	6 Years from Bid opening
<i>7</i> .	Real Estate	
	7.1 Options to Purchase Real Estate	6 years after expiration of option
	7.2 Property Records (Deeds, Leases, and	Six years after College's interest has
	Title Reports)	terminated or is transferred
8.	Construction Documents	
	8.1 Building plans, blueprints and design plans	Permanent
	8.2 Contracts and agreements	6 years after completion of construction project
	8.3 Licenses and Permits	Permanent
	8.4 Management Engineering Studies and Reports	Permanent
	8.5 Maps	Permanent
9.	Risk Management/Insurance Records	
	9.1 Insurance Policies	6 years after expiration
	9.2 Incident Reports	5 years
		Involving Minors:
		latter of 5 years or 19th birthday
	9.3 Litigation	2 years after settlement or
	č	disposition of litigation
10	. Medical Records	
	10.1 Dental Hygiene Clinic Client Charts (dental records)	7 years from last entry
	10.1 Dentai Hygiene Chinic Chent Charts (dentai records)	Minors – latter of 7 years or 19th birthday
		Permanent
	10.2 Health Career: Health Records (initial and update forms)	Permanent
11	. Student Services	1 Cimanont
	11.2 Advison/Duomom Change ferrer	5 voors
	11.2 Advisor/Program Change form	5 years
	11.3 College Transcripts from other institutions	5 years

11.4 Final Grade Roster	Permanent
11.5 Grade Change And Challenge Files	Permanent
11.6 Graduation Application	2 years
11.7 Graduation Certification (CAAP)	2 years
11.8 Graduation Waiver and Substitution Forms	Permanent
11.9 Transcript Request Form	6 months
11.10 Drop/Add/Withdrawal Form	5 years
11.11 Dual Admissions Intent Form	5 years
11.12 Dual Admissions Temple Applications	2 years
11.13 Disciplinary Records	5 years
11.14 Suspension/Reinstatement letters	5 years
11.15 High School Transcript	5 years after student has not attended
11.16 Admissions Applications	5 years after student has not attended
11.17 Web Application Signature Page	5 years after student has not attended
11.18 Recruit Prospect Cards	None
11.19 Records on International Students (F-1 & M-1 Visas)	Permanent
11.20 Affidavit of Support	Permanent
11.21 F-1 Requirements Sheet	Permanent
11.22 International Admissions Files	Permanent
11.23 Early Admissions File: Admitted/Attending Student	5years
11.24 GED Score Report/Diploma	5 years after student has not attended
11.25 INS Form I-20	Permanent
11.26 TOEFL Score Report	Permanent
11.27 SAT Score Report	5 years after student has not attended

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11.28 CLEP/AP Exam Score Report	5 years after student has not attended
11.29 Veterans Records	
a. Veterans Application Document	10 years from date of discharge
b. Proof of Eligibility	10 years from date of discharge
c. Forms which show transfer to this College	10 years from date of discharge
d. Veterans Benefits Request Form	10 years from date of discharge
e. Certificate of Release or Discharge from Active Duty,	3 years after student has not attended
DD214	5 years after student has not attended
f. Application for VA Education Benefits, V A22-1990	3 years after student has not attended
g. Application for VA Education Benefits, VA 22-1990	3 years after student has not attended
h. Military Orders	10 years
12. Workforce Development and Continuing Edu	
12.1 Instructor Contracts	5 years
12.2 Class Evaluations	5 years
12.3 Daily and Overall Class Attendance Records	5 years
12.4 Course Outlines	5 years
12.5 Certificates of Completion	5 years
12.6 Municipal Police Academy Transcripts	5 years
12.7 Municipal Police Academy Records	7 years
13. Financial Aid Records	, , , , , , , , , , , , , , , , , , ,
13.1 Federal Form 990	
a. Fiscal and administrative records	3 years: Period begins from date of filing
b. Current records of the student's admission to and enrollment	5 years
status at the institution, and his/her prior receipt of financial	
aid	
c. Higher Education Assistance programs ("HEA")	5 years
d. Financial and other records as necessary to determine "the	5 years
institutional eligibility, financial responsibility and	o y cases
administrative capability" of the institution.	
e. All records required under applicable program regulations	5 years
f. Detailed financial records that are subject to review by the	5 years after annual audit has been
Department of Education.	Accepted
13.2 Financial Records Annual Audit	5 years
13.3 Specific HEA Programs	
a. College Work-Study Program	5 years
1) Financial Records	5 years
2) Applications	5 years
b. Federal Supplemental Educational Opportunity Grant	- 3 - 11-2
Program ("SEOG")	
1) Loan Records	5 years
2) Student's Status Confirmation Reports	5 years
c. Federal Family Education Loan Program ("FEEL")	5 years
1) Financial Records	5 years
	5 years
2) Student Aid Reports (SAR) Data	5 years

14.	Етр	loyee Records	
	14.1	Pre-Employment Records a. Applications/resumes/interview notes: Not hired b. Applications/resumes/interview notes: Hired c. Background checks, driving records, employment verification, letters of reference: Not Hired d. Background checks, driving records, employment verification, letters of reference: Hired	3 years 5 years after date of termination 3 years 5 years after date of termination
	14.2	 Employee Records a. I-9 Forms b. Compensation, job history, and timekeeping records. c. FMLA/USERRA and related leave records d. Performance appraisal/disciplinary action records e. Benefits Records f. Disputed Issues: DOL, EEOC, arbitration, court action g. OSHA and Employee Safety Records h. Workers Compensation Claims 	The later of 5 years from date of hire or 1 year from date of termination 7 years after termination 4 years after termination 8 years after termination 5 years after resolution of dispute 7 years after termination 5 years after date of illness or injury; 30 years, if exposed to toxic substances or blood-borne pathogens
	14.3	Compliance Reports/Records a. Pennsylvania New Hire Report b. EEO-1/VETS-100 c. Annual Affirmative Action Plan d. OSHA 300/300A e. 5500 Report f. Federal/State tax report Faculty Records	3 years after report is filed 5 years after report is filed 5 years after close of plan year 7 years after posting 7 years after posting 7 years after report is filed
15.	Gra	a. Student classroom evaluationsb. All other records including, grade books, tests, etc	7 years 1 year after termination
	15 1	Dall Count Drawns	5
	15.1 15.2	Pell Grant Program Direct Grants a. Records relating to all grant applications b. All financial and programmatic records, supporting documents, statistical records, and other records of recipients "reasonably pertinent" to the grant.	5 years 10 years 10 years
	15.3	Grants to the Foundation	10 years
<i>16</i> .	Publ	ic Safety Records	
	16.1	Uniform Crime Reports (Pennsylvania & Federal)	6 years
	16.2	Complaint dispatch report	Current & Previous Year
	16.3	Incident Reports	6 years
	16.4	Administrative Files	Current & Previous year
	16.5	Key & Keycard Distribution	Inactive: Retain 1 year and dispose
	16.5	Parking Sticker Applications	2 years beyond sticker expiration
	16.6	Vehicle Citations	4 years
	16.7	Records of Ticket Appeal Committe	4 years

17. Non-Discrimination in Education Records	
and Reports	
17.1 Records relating to alleged violations of Title IX of the Education Amendments of 1972 to the Civil Rights Act of 1964	3 years
17.2 Records of any modifications made to the policies and practices of the College and any remedial action taken pursuant to Title IX.	3 years
17.3 Any records relating to alleged violations of Title VI of the Civil Rights Act of 1964.	3 years
17.4 General Compliance Records	3 years
17.5 Any records relating to alleged violations of the Rehabilitation Act of 1973	3 years
17.6 Records on the medical condition or history of any applicant or employee in compliance with the Americans with Disabilities Act (ADA).	3 years
18. Academic Records	
18.1 Act 335 Forms	Permanent
18.2 Health Career Program Records	In compliance with specialized accreditation standards for individual career fields
19. Digital Records	
19.1 E-mail	Subject to regular document retention policies; migrate to new software and storage media as upgrades occur.