

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-1001.A, General Records Retention Schedule (New)**

This schedule applies to all types of records, regardless of media or format, including documents, e-mail, photographs, audiotapes, videotapes, CDs, and DVDs. Retention periods reflect minimum time periods. Records may be retained for longer periods of time at the discretion of the custodian or as required by legal counsel. Do not destroy any records while they are subject to audit, investigation, or where investigation is probable. Records that are in storage areas are often at risk of water damage or destruction and should be evaluated in light of this schedule.

Record Series Title	Description	Retention Period	Comments	Records Custodian
INTERNAL OPERATIONS				
Board of Governors	Meeting minutes, agenda, reports, proposals, and supporting documentation.	Permanent	Archive on a regular schedule.	Executive Assistant to the President
IRS Determination Letter	A formal letter issued by the Internal Revenue Service that decrees an organization is exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.	Permanent		Vice President for Finance and Administration
Grievance Files	Documentation of grievances initiated by faculty and staff	Permanent		Human Resources Director
Environmental Reports / OSHA Investigations	Investigation documentation or reports.	Permanent		Campus Directors
Insurance Policies	All policies in effect on behalf of the College, students, faculty, and staff.	Maintain as long as active plus 7 years		Vice President for Finance and Administration

Record Series Title	Description	Retention Period	Comments	Records Custodian
External and Internal Audit Records	Created by external or internal auditors to document their reviews, findings, and recommendations.	<ul style="list-style-type: none"> • Permanent: Final Report • Others Records: Retain for 3 years after creation of the audit records. 	Destruction of records in this category shall only be by shredder or other means that will make them unreadable.	Vice President for Finance and Administration
Real Property Leasing/Rental Records	Documentation of the lease and rental of property.	Retain for 7 years after expiration of the lease.	Destruction of records in this category shall only be by shredder or other means that will make them unreadable.	Vice President for Finance and Administration
Social Security Reports and Deposits	Periodic reports of wages and social security contributions paid by the College to the employee.	Permanent	Destruction of records in the category shall only be by shredder or other means that will make them unreadable.	Program Coordinator for Payroll
Unemployment Compensation Benefit Files and Reports	Documentation eligibility of former employees for unemployment benefits and when these employees receive compensation charged against the college's account.	Retain for 5 years after termination of an employee.	Destruction of records in the category shall only be by shredder or other means that will make them unreadable.	Human Resources Director
W-2 Listings	Documentation of salaries paid and taxes withheld for employees.	Permanent	Destruction of records in this category shall only be by shredder or other means that will make them unreadable.	Program Coordinator for Payroll
Financial Aid/Authorization/Allocation Letters	Awards of federal financial aid to the college.	Permanent		Director of Financial Assistance

Record Series Title	Description	Retention Period	Comments	Records Custodian
Time Sheets	Documentation of hours worked by employees.	<ul style="list-style-type: none"> • Student Workers: Retain for 7 years. • Staff: Retain for 7 years. 	Destruction of records in the category shall only be by shredder or other means that will make them unreadable.	Program Coordinator for Payroll
Bank Records	Transactions recorded in the college bank accounts and their reconciliation to the general ledger.	Retain for 7 years after the end of fiscal year.	Destruction of records in the category shall only be by shredder or other means that will make them unreadable.	Vice President for Finance and Administration
Employee Benefit Plan Files	Documentation on employee enrollment in benefit plans.	Permanent	Destruction of records in the category shall only be by shredder or other means that will make them unreadable.	Human Resources Benefits Officer
Staff Appraisals, Promotion, Demotion, and Discharge Documentation	Records documenting periodic evaluation, work performance, and employment record of college staff.	Permanent	Destruction of records in the category shall only be by shredder or other means that will make them unreadable.	Human Resources Director
Enforcement – Campus Incident Reports	Documentation of incidents that occur on campus that violates college and/or local laws and regulations. They contain case number, arrest report, incident report, date, time, complaint, address, and details of the report (IAW Clery Act).	Permanent		Safety Officer

Record Series Title	Description	Retention Period	Comments	Records Custodian
FINANCIAL RECORDS				
Financial Documentation	Tuition and fee schedules, annual endowment fund reports, annual financial statements, etc.	Permanent		Vice President for Finance and Administration
Financial Records – Debt Financing	All documents related to debt financing.	Retain for 20 years following the period of debt repayment.	Destruction of records in the category shall only be by shredder or other means that will make them unreadable.	Vice President for Finance and Administration
Financial Records – General	Budget worksheets, printouts, account books, ledgers, purchase records, purchase orders, travel expense reports.	Retain for 7 years following the activity or after legislative audit final reports, whichever is later.	<ul style="list-style-type: none"> • The CFO’s Office is the official custodian of these records. If the CFO’s Office has a copy of the record, the department may destroy its duplicate at the close of the budget reconciliation period. • Destruction of records in the category shall only be by shredder or other means that will make them unreadable. 	Vice President for Finance and Administration

Record Series Title	Description	Retention Period	Comments	Records Custodian
Financial Records – Warranty and Purchase Orders	Warranty information, purchase orders with contractual terms.	Retain for 7 years following the date of purchase, or 7 years following the end of the warranty period, whichever is later.	Destruction of records in the category shall only be by shredder or other means that will make them unreadable.	Vice President for Finance and Administration
PERSONNEL RECORDS				
Personnel Records	Documents related to employment, salary, benefits, and performance evaluation.	Permanent		Human Resources Director
Faculty – Professional Documentation	Records related to a faculty teaching, curriculum, committee work, or biographical materials.	Permanent	Store in an archive.	Human Resources Director
Faculty and Staff – Search Records	Vacancy announcement, advertisements, applications, evaluations, references, correspondence, e-mail, and all documents or materials related to the search.	Retain for 3 years following the successful hire or close of the search without a hire.	Destruction of records in the category shall only be by shredder or other means that will make them unreadable.	Human Resources Director
GENERAL COLLEGE RECORDS				
College Policies and Procedures	Forms, procedure manuals, guides, handbooks, etc.	Destroy when they are no longer in effect. Human Resources will retain policy documents permanently.		Human Resources Director

Record Series Title	Description	Retention Period	Comments	Records Custodian
Projects, Programs, Proposals	Notes from meetings, reports, conceptual documents, financial support, all records related to projects or programs developed by non-academic offices.	Retain until a project has been completed and evaluated.		Project Administrator
College-wide Committee Records	Minutes, reports, and other materials generated by college-wide committees including charges, substantive correspondence and work product, and reports and documents about or related to the operation of college-wide committees.	Retain for 10 years.	The chair of each committee is responsible for keeping and organizing a record of the committee's work (minutes), final recommendations, and for transferring the records to the President's Office for college archives.	Executive Assistant to the President

Record Series Title	Description	Retention Period	Comments	Records Custodian
STUDENT RECORDS				
Student Records – Admission Files	Application records for admission to the college created for undergraduate and transfer student applicants. The files may include acceptance letters, letters of recommendation, placement records, transcripts, etc.	<ul style="list-style-type: none"> • Permanent: Registered students. • Retain for 1 year: Unregistered applicants. 	<ul style="list-style-type: none"> • Upon matriculation, admission files become registrar files. However, some materials such as letters of recommendation are removed. • Destruction of records in the category shall only be by shredder or other means that will make them unreadable. 	Registrar
Student Records – Grades, Transcripts, Personal Information	Student grades, transcripts, evaluations, and personal information such as addresses, phone numbers, etc.	Permanent	The official custodian of student records is the Registrar.	Registrar
Student Records – Graduation Lists	Lists of individuals who have successfully completed the degree requirements and have been graduated from the college.	Permanent		Registrar
Student Records – Registration	Documentation of a student’s course registration and changes to registration.	Retain for 1 year after the student submits the change.		Registrar

Record Series Title	Description	Retention Period	Comments	Records Custodian
Student Records – Student Discipline	Records relating to proceedings and decisions resulting from violations of the Code of Student Conduct or other college policies.	<ul style="list-style-type: none"> • Suspensions and expulsions retained with the student’s permanent record. • All Other: Retain for 7 years. 	Destruction of records in the category shall only be by shredder or other means that will make them unreadable.	Director of Enrollment Management and Student Engagement
Student Records – Activities and Government	<ul style="list-style-type: none"> • Records related to student participation in special activities, student clubs, associations, and the Student Government Association. • Records related to any student organization or club. 	<ul style="list-style-type: none"> • Permanent: Final publications, photographs, artwork, memorabilia, policies, and administrative records. • All Other Records: Retain for 3 years after their administrative use ceases. 	<ul style="list-style-type: none"> • Archive permanent records on a regular schedule. • Destruction of records in the category shall only be by shredder or other means that will make them unreadable. 	Director of Enrollment Management and Student Engagement
Records for Title IX				Director of Enrollment Management and Student Engagement
Student Records – Career Counseling Office	Records related to an individual student such as counseling notes and letters of recommendation.	<ul style="list-style-type: none"> • Counseling Notes: Retain for 3 years after administrative use ceases. • Letters of Recommendation: Retain for 10 years after inactivity. 		Director of Adult and Disability Services

Record Series Title	Description	Retention Period	Comments	Records Custodian
Student Records – Financial Aid	Records showing evidence of providing financial aid including financial aid applications, federal student aid forms, federal tax forms, award letters, and confirmations, verification records, interview records, student scholarships, and awards.	Retain for 7 years after graduation or separation. (Federal regulation)	<ul style="list-style-type: none"> • Before destroying records related to special awards or scholarships, evaluate for permanent retention. • Destruction of records in the category shall only be by shredder or other means that will make them unreadable. 	Director of Financial Assistance
FACULTY GROUP RECORDS				
Faculty Group Records – General Office Records	Records related to the routine daily administration of the department including memoranda, meeting minutes, correspondence, and administration of programs.	Until no longer administratively useful.	Before destruction these records shall be evaluated for historical value.	Division Heads
Course and Curriculum Records	Includes college catalogs /bulletins, course schedules, syllabi, and course outlines.	Permanent	Intranet	Registrar
CONTRACT RECORDS				
Capital Improvement Contract Records	Contractual agreements for capital improvements.	Permanent		Vice President for Finance and Administration
Contracts – Construction and Renovation	Records related to construction and renovation of real property.	Permanent	Archive on a regular schedule.	Vice President for Finance and Administration

Record Series Title	Description	Retention Period	Comments	Records Custodian
Contracts – Negotiation Records, Executed Contracts	Records related to the process to enter into a contract or an agreement, or understanding including background support materials, drafts, memos, letters, and related correspondence. The contract itself and all attachments and amendments to it.	<ul style="list-style-type: none"> • Finalized Contracts and Agreements: Retain for 7 years after contract expiration. • All Other Records: Retain until administrative use ceases. 		Vice President for Finance and Administration
Grant and Contract Administration	Records related to the administration of federal and other grants, contracts, and agreements from negotiation to final performance such as grants-in-aid, state contracted services, and vendor contracts. Includes negotiation documentation, memoranda of understanding, agreements, contracts, amendments, terms, budget proposals, and related correspondence.	<ul style="list-style-type: none"> • Permanent: Summary records such as proposals, award letters and selected deliverables, and reports. • All Other Records: Retain for 7 years after final payment or completion of all obligations under the grant or contract and all subsequent renewals, whichever is later. 	Records related to proposals that were not funded may be kept as long as administratively useful and then destroyed.	Vice President for Finance and Administration