

RECORDS MANAGEMENT PROGRAM

The *Records Retention and Disposition Schedule CO-2*, issued pursuant to Article 57-A of the New York State Arts and Cultural Affairs Law and containing legal minimum retention periods for local government records, shall be used by all Suffolk County Community College officers in legally disposing of community college records listed therein.

The community college records described in the *Records Retention and Disposition Schedule CO-2* (attached) shall be disposed of only after they have met the minimum retention period prescribed therein and only if they do not have sufficient administrative, fiscal, legal or historical value to merit retention beyond the established time periods.

Board of Trustees
January 20, 2005

COMMUNITY COLLEGE

ACADEMIC AFFAIRS

1.[64]	Accreditation records for institutional or program accreditation, including but not limited to correspondence, reports, questionnaires, guides and related documents between the community college and such accrediting bodies as the Middle States Association of Colleges and Schools or the American Bar Association, American Nurses Association, or other organization responsible for accrediting institutions of higher learning:	PERMANENT
2.[65]	Curriculum development records including but not limited to course worksheets, evaluations, and recommendations:	7 years
3.[66]	Academic program proposals including request for approval of changes in program title, HEGIS (Higher Education General Information System -- Federal Code) content, credit hours, curricular content, format, and/or resource commitment	
	a. For successful registration of program:	PERMANENT
	b. For failed proposal:	0 after no longer needed
4.[67]	Curriculum/program registration records including approvals from the State University of New York and registration letters from the State Education Department:	PERMANENT
5.[68]	Institutional evaluation files including institutional self-study documents sent to State Education Department or other accrediting bodies such as the Middle States Association of Colleges and Schools, reports and determination resulting from on-site visits for evaluation, and also including the college's response (plan or progress report) to deficiencies noted in determination letter:	PERMANENT
6.[69]	Chartering documents concerning the community college's corporate status and degree-granting authority:	PERMANENT
7.[70]	Department educational or academic (course) informational program file	

	a. Official copy of any literature or other material made available to the public:	PERMANENT
	b. File on each instructional course or program:	1 year after course or program discontinued

ADMISSIONS

1.[71]	Admissions data including but not limited to acceptance letter, advanced placement records, application, entrance examinations and reports, letters of recommendation, and transcripts from other schools, and/or high school	
	a. For applicants who enter:	6 years after graduation or date of last attendance
	b. For applicants who do not enter whether accepted or not:	2 years following date of admission or exclusion

AFFIRMATIVE ACTION

1.[72]	Individual complaint or problem case file involving human rights, equal employment or sexual harassment:	6 years after last entry
2.[73]	Summary record for individual case and/or master summary record of all cases:	PERMANENT
3.[74]	Biannual federal statistical report (EEO-6 form) relating to ethnic, racial, gender, position, and salary composition of the work force:	PERMANENT

ALUMNI

*1.[75]	Alumni association file containing records concerning its relations with the community college	
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	a. Significant correspondence or records relating to decision-making or policy:	PERMANENT
	b. Routine correspondence and related materials:	0 after no longer needed
2.[76]	Alumni directory including but not limited to name, address, occupation, degree attained, marital status, and financial contributions of alumni:	0 after superseded or obsolete

ATHLETICS

1.[77]	Player recruitment/scouting file concerning recruitment of student athletes for college sports programs, including but not limited to scouting reports, lists of prospects, recruitment proposals, and correspondence	
	a. For student athletes entering college:	3 years after graduation or date of last attendance
	b. For student athletes who do not enter college:	0 after no longer needed
2.[78]	Athletic scholarship file including but not limited to applications, recommendations, authorization of awards, financial statements, accounting data, and correspondence:	6 years
3.[79]	Scouting reports relating to opposing teams:	0 after no longer needed
4.[80]	Special event file	
	a. Official copy of any program or promotional literature or photograph of events or games:	PERMANENT
	b. Background materials and supporting documentation:	6 years
5.[81]	Athletic program records: NOTE: These records may have continuing value for historical or other research, subject to the access restrictions of the Family Education Rights and Privacy Act. Therefore, the State Archives suggests that community colleges consider retaining these records	6 years

	permanently.	
6.[82]	Parental consent record:	6 years

COUNSELING SERVICES

1.[83]	Student request for assistance relating to emotional, psychological, personal, social, academic, or vocational concerns:	6 years
2. [84]	Academic termination record containing information about transfer to another college, reason for termination or future plans of student:	0 after no longer needed
3.[85]	List of student appointments including slips, return cards or counseling schedules:	0 after obsolete
4.[86]	Statistical compilation or reports of students served:	0 after no longer needed
5.[87]	Catalogs and related public relations information from other academic, vocational or educational institutions:	0 after superseded

DEVELOPMENT

1.[88]	Special gifts file documenting each non-routine gift to the community college including but not limited to correspondence, agreements, stipulations, descriptions of gifts, and accession information:	PERMANENT
2.[89]	Summary donor file containing lists of individuals, organizations, or corporations that have donated funds, works of art, or property to the community college:	0 after superseded

DISABLED STUDENTS

1.[90]	Student file including but not limited to information on disability, transcripts, correspondence with student's sponsoring agency, orders for special equipment, and notes of contacts with counselors:	6 years after graduation or date of last attendance
2.[91]	Disabled student emergency evacuation	0 after

	plan:	superseded
3.[92]	Staff development materials relating to instructor orientation to disabled students and general disabilities:	0 after obsolete

FINANCIAL AID

1.[95]	Student financial aid folder including but not limited to a Financial Aid Form (FAF), applications for assistance, copies of income tax forms, financial aid transcripts from other schools, award and declination notices, verifications for non-taxable income, instructor requests for Work Study Student, student job description, and copies of time sheets to verify hours with student schedule:	6 years
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FISCAL

1.[96]	Admissions collection record , including but not limited to record of receipts and log of operations:	6 years
2.[97]	Billing records covering "chargebacks" or services provided by community college or local sponsor county	
	a. Student's individual account:	6 years after last entry
	b. Vendor's account:	6 years after last entry
	c. Records used to determine billing and charges including water meter readings, electricity heat (fuel) "flat rate" computation record and copies of bills and charge slips:	6 years
3.[98]	Fiscal reports from State University of New York (SUNY) including operating report (budget) and annual report (year end):	6 years

HEALTH SERVICES

*1.[99]	Certification, licensing, and accreditation records covering review and approval by state or federal agency or professional review organization, to operate facility or program, to conduct tests, or to perform specified work, including lists of permissible procedures or tests:	7 years after superseded, revoked, or no longer valid
2.[100]	Survey, evaluation, and inspection records covering review of campus health facilities and programs by state agency or professional review organization, including but not limited to medical care evaluation and similar studies:	PERMANENT
3.[101]	Master summary record , master index file, or principal register giving basic data on individual patients:	PERMANENT
*4.[102]	Appointment records , including slips, return cards, sign-in sheets, and clinic schedules kept by community college health facility or program:	0 after obsolete
5.[103]	Screening and assessment records and referrals, for persons evaluated but not treated by facility or program:	3 years
6.[104]	Insurance carrier claim records , including but not limited to schedule of payments, copy of claim, listing of invalid or rejected claims, vendor payment list, list of claims submitted for payment, and list of checks received:	7 years
7.[105]	Insurance and reimbursement related reports , including cost report and certified uniform financial or statistical report, and all necessary supporting documentation:	9 years
8.[106]	Standard procedures and medical protocols:	PERMANENT
9.[107]	Census record of student patients:	10 years
10.[108]	Proof of immunization records:	10 years
11.[109]	Student health service case record:	6 years after last entry

12.[110]	Mental health individual case record including history, incidents, or referral to psychiatrist:	10 years after last entry
13.[111]	Student consent forms:	6 years after last entry
14.[112]	Athletic health information report determining student eligibility to participate in campus sports activities:	6 years

HOUSING

1.[113]	Residency occupancy records including but not limited to room and board contracts and room assignment:	6 years
2.[114]	Damage records pertaining to damage of dormitory equipment and furnishings to structure:	6 years
3.[115]	Off campus rental records including lists of landlords and/or listings indicating apartments or rooms available:	0 after superseded or obsolete

INSTRUCTION

1.[116]	Course listing created for administrative convenience, containing department list of classes:	0 after superseded
2.[117]	Course syllabus:	6 years
*3.[118]	Instructor's grade book or listing including class number and title, location, date and time class meets, student attendance, test grades, and final grade:	2 years
4.[119]	List of students majoring in a field of study:	0 after superseded
5.[120]	Class schedule including class title, location, dates, and time of meeting:	6 years
6.[121]	Final examinations (completed):	1 year
7.[122]	Final examination questions:	10 years

8.[123]	Application, permit and tax free use of alcohol report:	6 years
9.[124]	Evaluations of course instructor:	3 years
10.[125]	Radiation use log including student name, date, film size, quantity, screen, and length of time in laboratory:	4 years after graduation
11.[126]	Records of hypodermic syringes and needles acquired for educational use including records of need, purchase, inventory, destruction, loss or theft:	6 years

MISCELLANEOUS

1.[127]	Establishment plan for community college including background materials:	PERMANENT
2.[128]	Student grievance records including but not limited to grievance, investigative records, hearing proceedings, decision rendered, student appeal, records of arbitration procedure, final decision and correspondence:	6 years after grievance resolved
*3.[129]	Fire safety records	
	a. Fire drill report and fire alarm records:	3 years
	b. Fire safety inspection reports, when inspection is performed by local government (city, county, town, village or fire district) which maintains the official copy:	3 years, or until all violations noted on inspection reports are corrected, whichever is later
	c. Fire safety inspection reports, when inspection is performed by person or company, pursuant to Section 807-b (3-a 1,2), Education Law, and not by a local government:	21 years

PRESIDENT

1.[130]	President's office files including but not	
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	limited to correspondence, memoranda, reports, studies, publicity items, contracts and other legal documents	
	a. Where file documents a significant subject, or major policy-making or program-development process:	PERMANENT
	b. Where file documents routine activity:	6 years

REGISTRATION

1.[131]	Transcript:	PERMANENT
*2.[132]	Student folder , including but not limited to	
	a. Change of grade documents, withdrawal authorizations, graduation certification, Social Security certification, student roster and attendance verification records such as class roster, or final grade listing and student schedule:	6 years
	b. Academic action authorizations (dismissals and/or notification of problems), employment placement records, and assessment of life/work experience information for academic credits:	6 years after graduation or date of last attendance
	c. Change in Social Security number record, application for veteran's benefits and enrollment certification and related records:	3 years
	d. Application for graduation, change of course (drop/add) records, credit/no credit (audit) approval, name and/or sex change authorization, pass/fail request, registration form, and transcript request:	1 year
3.[133]	Family Education Rights and Privacy Act (F.E.R.P.A.) records	
	a. Request for hearing including student statement on content of hearing on disputed record, and written decision of hearing panel:	Same retention period as disputed record
	b. Request and disclosure of personally identifiable information:	Same retention period as

		disputed record
	c. Student request for nondisclosure of directory information:	1 year after date submitted
	d. Student written consent for records disclosure:	Until consent terminated by student or retention period of record specified in consent
	e. Waiver for right of access:	Until waiver terminated by student or retention period of record specified in waiver whichever is longer
	f. Directory Information Policy Statement:	PERMANENT
4.[134]	Proof of residence records	
	a. Community college copy of certificate of residence:	6 years
	b. Lists of students residing in different political jurisdictions:	1 year after superseded or obsolete
5.[135]	Statistical reports relating to enrollment, ethnicity, degrees and grades:	PERMANENT
*6.[136]	Scholarship records	
	a. Individual scholarship file including but not limited to applications, recommendations, authorization of awards, financial statements, accounting data, and correspondence:	6 years
	b. List of scholarships awarded students:	PERMANENT