I. Purpose
The purpose of this policy is to ensure that necessary records and documents are adequately protected and maintained, and those that are no longer needed are disposed of at the appropriate time.

II. Objectives
The Document Retention Policy is provided as guidance to:
   a) Identify records that are to be kept
   b) Identify the amount of time the record is to be stored or maintained
   c) Provide for systematic destruction or disposal of obsolete or unnecessary records
   d) Shredders are located in common areas of most administrative buildings

III. Procedure or Application
This policy applies to all records generated in the course of the College's operation. It also applies to records stored electronically as well as paper records.

   a) Documents that have limited or transitory value need not be retained
      i) Documents of which copies are known to exist elsewhere
      ii) “Courtesy” copies of faculty publications
      iii) “cc” copies of reports or memos
iv) Copies of widely distributed documents such as policies and procedures manuals
v) Publications such as newsletters, programs, brochures, and promotional literature

b) All sensitive, financial or confidential records should be shredded before disposal. This includes all documents that contain personal information:
i) Social security or credit card numbers
ii) Computer login IDs or passwords
iii) Home addresses or telephone numbers
iv) Indicators of academic performance, including course or assignment grades
v) Faculty or staff performance evaluation information

c) Email Retention and Disposition
i) Email does not need to be retained indefinitely. Email that is retained should be disposed of in accordance with the College’s disposition schedule for paper records
ii) Emails of limited or transitory value – may be deleted as soon as they no longer serve an administrative purpose
iii) Emails of lasting value – should be retained by archiving or transferring to another medium, thus permitting email records to be purged at regular intervals

d) Any records, whether paper or electronic, that relate to pending or probable litigation must be retained until the final conclusion of the litigation, regardless of an approved disposition schedule that would otherwise permit earlier destruction

e) The Assistant Vice President for Human Resources and Risk Management has the authority to maintain records in that department, either paper or electronic, beyond the retention period herein specified if it is determined that a longer retention is in the best interest of the College.

f) If a government agency—federal, state or local; or regulatory body, or funding source, requires that certain specific records be kept longer than the retention period herein, that authoritative requirement takes precedence.
IV. Document Retention Periods

**a)** ACT = While active, employed, or enrolled

**b)** LIFE = Life of affected employee

**c)** PERM = Permanent

**INSTITUTIONAL and LEGAL RECORDS**

- Articles of Incorporation ................................................................. PERM
- Charter ................................................................................................ PERM
- By-Laws .......................................................................................... PERM
- Minutes of Board Meetings ......................................................... PERM
- Minutes of Board Committee Meetings .................................. PERM
- Licenses ............................................................................................. ACT
- Expired Licenses ........................................................................ PERM
- Attorney Opinion Letters (property) ............................................ ACT + 4 years
- Leases ............................................................................................. ACT + 6 years
- Policy Statements ............................................................................. 10 years
- Campus Crime Reports (annual) ..................................................... 4 years
- Campus Crime Reports (interim) .................................................. 2 years
- Contracts .......................................................................................... ACT + 4 years
- Patent and Trademark Records ................................................ PERM + 6 years

**APPLICATION MATERIALS: STUDENTS WHO ENROLL**

- Acceptance Letters ............................................................. 5 years after date of last attendance
- Applications .................................................................................. 5 years after date of last attendance
- Correspondence ............................................................................ 5 years after date of last attendance
- Entrance Exams and Placement Scores .......... 5 years after date of last attendance
- Letters of Recommendation ......................................................... Until Admitted

**APPLICATION MATERIALS: STUDENTS ACCEPTED BUT DO NOT ENROLL**

- Acceptance Letters ................................................................. 1 year after application term
- Applications .................................................................................. 1 year after application term
- Correspondence............................................................................ 1 year after application term
- Transcripts ...................................................................................... 1 year after application term

**INDIVIDUAL STUDENT RECORDS**

- Course Drop/Add Slips ................................................................. 1 year
- Disciplinary Files ........................................................................ ACT
- Pass/Fail Requests ........................................................................ 1 year
INDIVIDUAL STUDENT RECORDS (cont.)

Class Schedules............................. 1 year after date of last attendance registration
Forms..................................................................... 1 year
Transcript Requests............................... 1 year
FERPA Requests........................................... Life of requested record
(If requested by the student, no records are required.)

Academic Records .............................................................. PERM
Advanced Placement .............................................. 5 years after date of last attendance
Application for Graduation .......................... 1 year after date of last attendance
Foreign Student (1-20) Forms .................... 5 years after date of last attendance
Date of Graduation and Degree Award. ........................................ PERM
Degree Audit Records .............................. 5 years after date of last attendance
Transfer Credit Evaluations.......................... 5 years after date of last attendance
Personal Data Forms .............................................. 1 year after date of last attendance
Name Change Authorizations ......................... 5 years after date of last attendance
Tuition and Fee Charges .............................. 5 years after date of last attendance

GENERAL STUDENT RECORDS

Applicant Statistics.................................................... 5 years
Enrollment Statistics ................................................. 10 years
Grade Statistics.......................................................... 10 years
Racial / Ethnic Statistics .......................................... 3 years
Degree Statistics.......................................................... 10 years

Faculty Files:
Course Evaluation Forms.......................................................... 3 years
Peer Review Documents ..................................................... PERM
Scholastic Evaluations .................................................. 4 years
Tenure Records .............................................................. PERM
Faculty Committee Evaluation Reports ......................... PERM
Original Hiring Vita, Associated Documents, Official Transcripts .......... PERM

FINANCIAL AID RECORDS

Applications ............................................................... ACT + 5 years
Financial Aid Awards .................................................. ACT + 5 years
Lender’s Name and Address .................................. ACT + 5 years
Promissory Notes........................................................... PERM
Job Placement ............................................................. ACT + 5 years
Repayment History ....................................................... ACT + 5 years
EMPLOYMENT APPLICATIONS/EMPLOYMENT LISTINGS

Job Announcements and Advertisements .......................................................... I year

Individual Applicants Who Are Not Hired:

Employment Applications .................................................................................. I year
Background Investigation Results ............................................................... 1 year
Resumes .......................................................................................................... 1 year
Letters of Recommendation ............................................................................ I year

Individual Applicants Who Are Hired:

Employment Applications .................................................................................. ACT + 1
Background Investigation Results ............................................................... ACT + 1
Resumes .......................................................................................................... ACT + 1
Letters of Recommendation ............................................................................ ACT + 1

PAYROLL RECORDS

Individual Employee Files:

Wage or Salary History .................................................................................... 6 years
Salary or Current Rate of Pay ......................................................................... 6 years
Payroll Deductions ......................................................................................... 6 years
Time Cards or Sheets ...................................................................................... 5 years
W-2 Form ......................................................................................................... 6 years
W-4 Form ......................................................................................................... 6 years
Garnishments .................................................................................................. ACT

PERSONNEL FILES

Individual Employee Files:

Employment Application or Resume ......................................................... ACT
Employment History ....................................................................................... ACT
Beneficiary Designation .................................................................................. ACT
Emergency Contacts ....................................................................................... ACT
Medical Records ............................................................................................. ACT
Promotions ...................................................................................................... ACT
Attendance Records ...................................................................................... 3 years
Employee Evaluations ................................................................................... 3 years
Transfers .......................................................................................................... 3 years
Personnel Actions ........................................................................................... 3 years
Disciplinary Warnings and Actions .............................................................. 3 years
Layoff or Termination ..................................................................................... 3 years

General Files:

Superseded Employee Manuals ...................................................................... 10 years
Superseded Job Descriptions ......................................................................... 10 years

Policy: Record Retention Policy
Reviewed/Revised: May 2015
Rollins College
EMPLOYEE MEDICAL, HEALTH AND SAFETY RECORDS
- Accident Reports................................................................................. 6 years
- Employee Injury Records.................................................................. 6 years

PENSION AND BENEFITS RECORDS
- Individual Employee Files................................................................. LIFE
- Education Assistance ........................................................................ LIFE
- Vesting ............................................................................................... 6 years
- Disability Records ............................................................................. LIFE

General Files:
- Actuarial Records ............................................................................ 6 years
- Retirement Plans (after expiration) .................................................... 6 years

FEDERAL TAX RECORDS
- Form 990......................................................................................... Permanent
- Form 990-T ..................................................................................... Permanent
- Sales Tax Returns ............................................................................ ACT + 7 years

ACCOUNTS RECEIVABLE RECORDS
- Accounts Receivable ........................................................................ 4 years
- Accounts Receivable ledgers.............................................................. 13 years
- Receipts ............................................................................................ 4 years
- Uncollected Accounts ..................................................................... 4 years
- Collection Records .......................................................................... ACT
- Invoices to Customers ...................................................................... 7 years

ACCOUNTS PAYABLE RECORDS
- Purchase Requisitions/Work Orders .................................................. 4 years
- Purchase Orders................................................................................ 7 years
- Invoices from Vendors ...................................................................... 7 years
- Accounts Payable Ledgers ................................................................. 13 years
- Payment/Disbursement Records ....................................................... 7 years
- Expense Reports ................................................................................ 7 years
- Insurance Payments ......................................................................... 4 years

CAPITAL PROPERTY RECORDS
- Property Records/Inventory............................................................... Permanent
- Equipment Inventory ......................................................................... ACT
- Depreciation Schedules ................................................................... Permanent
- Mortgage Records ............................................................................ Permanent
- Property Improvement Records ......................................................... ACT + 4 years
- Sales ................................................................................................. 7 years
FINANCIAL RECORDS
Account Ledgers............................................................... Permanent
Description of Accounting System ........................................... ACT
Financial Statements, year-end (others optional)............................ Permanent
General Ledgers ................................................................ Permanent
Auditor's Reports ................................................................ Permanent
Bank Reconciliations ............................................................... Permanent
Bank Statements................................................................ ACT + 2 years

FACILITIES & ENVIRONMENTAL RECORDS
Building Permits ................................................................. ACT + 1 year
Building Plans and Specifications.................................................. PERM
Office Layouts.................................................................. ACT
Operating Permits ................................................................ ACT
Maintenance Records.......................................................... ACT
Motor Vehicle Records......................................................... ACT
Hazardous Chemical Waste Records ........................................ 5 years
Material Safety Data/Employee Safety Records ............................. 6 years

LITIGATION RECORDS
Claims.................................................................................. ACT
Court Documents and Records.................................................. ACT
Deposition Transcripts.......................................................... ACT
Discovery Materials............................................................... ACT
Litigation Files................................................................... ACT + 2

V. Related Policies or Applicable Publications
a) Rollins College Policy – Identity Theft Red Flags Program
   (http://www.rollins.edu/human-resources/documents/policies/general-policies/identity-theft-
    prevention-program-red-flag-rules-093000.pdf)

b) Olin Library:
   i) Collection and Access Policies
      (http://www.rollins.edu/library/docs/archives/AccessPolicy-CollegeRecords.pdf)
   ii) Document Transfer Procedures
      (http://www.rollins.edu/library/docs/archives/RecordsTransferProcedures.pdf)

VI. Appendices/Supplemental Materials
a) Document Disposal Procedure – Appendix A
APPENDIX A

Document Disposal Procedure

This procedure addresses the disposal of confidential documents and the disposal of records/documents that exceed the required retention period as defined in the document retention policy:

Departments have three options for disposal:

1. Departments can buy a document shredder and shred as needed.
2. Departments can place records and documents in banker boxes or copier boxes and request a one-time pick-up from the Purchasing department. Purchasing will arrange for Quest Shreds (www.questshreds.org) to pick up the boxes. Purchasing will charge back the department for the shredding cost based on weight. Please contact Purchasing for current pricing.
3. Departments can request a secure container from the Purchasing department to be placed in their department for monthly pick-up, or as needed. Purchasing will arrange for Quest Shreds to deliver the container. Purchasing will charge back the department for each pick-up. Please contact Purchasing for current pricing.

Departments are encouraged to dispose of documents as soon as the required retention period has been met.