



ROLLINS COLLEGE POLICY

Title: Records Retention Policy	Type	Key Institutional
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Introduction

Purpose and Objectives

The Records Retention Policy provides guidance on the retention and disposition of records documenting administrative functions and programs common to most departments at Rollins College. Its purpose is to ensure that:

- (1) College records are maintained in a manner that meets all legal, fiscal, administrative, and operational requirements;
- (2) College records that are no longer needed for legal, fiscal, administrative, or operational requirements are destroyed as prescribed by law and do not place the college at risk; and
- (3) College records of historic value are identified and transferred to the College Archives.

This policy is intended to provide guidance for document retention at Rollins and that common sense and good judgement must be exercised by designated college records officers in the administration of the policy.

Using the Policy

For the above stated purposes, the Record Retention Policy is organized into functional groups of records, called *record series*, which align with the major business functions of the College. As defined in Rule 1B-24.001(k) of the Florida Administrative Code, a records series is “a group of related ... records arranged under a single filing arrangement or kept together as a unit (physically or intellectually) because they consist of the same form, relate to the same subject or function, result from the same activity, document a specific type of transaction, or have some other relationship arising from their creation, receipt, or use. A record series might contain records in a variety of forms and formats that document a particular program, function, or activity of the agency.”

The records series listed herein apply to all administrative, academic, and operational units of the College. This General Retention Schedule is *intended to provide basic instructions on how long records within these series should be retained for legal, fiscal, and/or historical purposes*.

Therefore, each records series in this schedule notes:

- a list (though not an exhaustive list) of document types;
- the department or office responsible for maintaining the official copy of a record;
- how long records in that series should be kept;
- whether the records need to be transferred to the College Archives; and
- what the appropriate method of disposal is for those records.

Importantly, this schedule applies equally to records stored in paper or electronic form. It is updated and evaluated on an annual basis. This version was revised and approved on 6-16-2020. As such, it supersedes all previous records retention and disposition schedules that may have been created for general use or for individual campus units. However, because this kind of document is broad in its guidelines, industry, program, or departmental records policies may supplement it as needed.

Should you have questions about using this schedule, please contact Rachel Walton, Digital Archivist and Records Manager, at rwalton@rollins.edu or campus extension 1127.

Retention Periods and Terminology

Retention periods are based on federal and state statutes and regulations, codes of best practice, e.g. from the American Association of Collegiate Registrars and Admissions Officers (AACRAO), and College requirements. Where relevant, references to these requirements are cited.

Important records management terminology is defined bellow.

- **ACT:** While active, employed, or enrolled and until administrative need is satisfied.
- **LIFE:** Life of affected employee.

- Records designated as “**Transfer to Archives**” should be sent (physically or electronically) to the College Archives once they have become *inactive*. An **inactive record** is defined as one “that does not have to be readily available, but which must be kept for legal, fiscal, or historical purposes.” (ARMA International)

Records retention best practices include the following.

- If records from two or more series are filed together, the combined file must be retained through the *longest* retention period represented within those records.
- Duplicate records *should not* be retained longer than the official copy.
- **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 approved disposition schedules that would otherwise permit earlier destruction.** If you have any questions about whether your records relate to pending or probable litigation please contact the Associate Vice President of Human Resources (HR) and Risk Management, Matt Hawks at mhawks@rollins.edu or campus extension 2104. HR has the authority to maintain records in that department beyond the retention periods specified in this document, if to do so is in the best interest of the College.

Other Records Management Resources

As you manage your department’s records, you may find the following documents relating to records storage, access, transfer, archiving, or security helpful. If you have questions about any of these documents, please contact the relevant department.

Human Resources (407-646-2102)

- [Policy for the Preservation of Electronically Stored Information](#)
- [Viewing of Personnel Records](#)

College Archives (407-646-2421)

- [Access Policy for Permanent College Records](#)
- [Policy of the Archiving of College Email](#) (requires you to sign in with your Foxlink credentials)
- [Rollins College Archives Records Transfer Procedures](#)

Information Technology

- [College Policy KI 1021 Privacy and General Data Protection Regulation Statements](#). Contact Sr. IT Security Engineer, Bill Rodriguez, about this policy at brodriguez@rollins.edu or extension 6378.

Retention Guidelines by Record Series

Academic Program Records

Records that document teaching and learning at the College. May include college catalogs, handbooks, class schedules and descriptions, syllabi, reading lists, and accreditation records. Does not include the teaching, research, professional, or personal files of the faculty.

Accreditation Records

Records that document the Southern Association of Colleges and School Commission on College (SACSCOC) regional accreditation process for the College, as well as other external program accreditations and approvals for individual programs and units. May include, but is not limited to, self-study reports; final reports sent to the accreditation organization; statistical data; working papers; evaluation reports; and related documentation and correspondence.

	Record Holder	Retention Period	Disposition
Official Copy	Office of Institutional Effectiveness and/or individual academic department(s)	Permanent	Transfer to Archives
Duplicates	All other offices	Until no longer needed	Confidential Destruction

Notes: The accreditation process generates a broad range of documents, many of them drafts and extra copies. Archives staff will review accreditation records transferred to their care to identify specific records for permanent retention.

Catalogs and Handbooks

Publications documenting the courses offered by schools, departments, and programs.

	Record Holder	Retention Period	Disposition
Official Copy	Dean's Office; Office of the Registrar	Permanent	Transfer to Archives
Duplicates	All other offices	Until no longer needed	Confidential Destruction

References: IRS recordkeeping requirements for Educational Organizations and Private Schools qualifying for 501(c)(3) status must retain, for a minimum period of three years, "Copies of all brochures, catalogs, and advertising dealing with student admissions, programs, and scholarships." (See <http://1.usa.gov/ZTS3js>) AACRAO *Retention of Records* 2010 recommends permanent retention of catalogs.

Notes: All College catalogs (College of Liberal Arts, the Crummer Graduate School of Business, and the Hamilton Holt School) are currently being captured as part of the Archives' web archiving program. Official record holders should notify Archives when a new catalog or handbook becomes available.

Class Schedules

Records documenting class schedules at Rollins. This may include, but is not limited to, the final version of the schedule of classes, requests from departments for class offerings, requests for class changes, and related documentation and correspondence.

	Record Holder	Retention Period	Disposition
Official Copy	Office of the Registrar; Academic departments or programs	Final class schedules: Permanent All other records: <i>Retain until no longer needed</i>	Retain in Student Information System (Banner) Confidential Destruction
Duplicates	All other offices	Until no longer needed	Confidential Destruction

References: AACRAO *Retention of Records* 2010 recommends permanent retention of class schedules (“Per term listing of all courses offered including time/day and seat limits”).

Course Materials and Descriptions

Records documenting the instruction of individual courses. This may include, but is not limited to, syllabi and official course descriptions; course outlines and calendars; course summaries; lists of classes by term or program; bibliographies and other reading lists; course announcements, assignments, and handouts; student work products, attendance records, rosters, and related documents created in the course of regular teaching and learning.

	Record Holder	Retention Period	Disposition
Official Copy	Deans’ offices	Official Course descriptions and syllabi: Permanent	Transfer to Archives
	Academic departments or programs	Student work products and attendance records: 1 year after completion of the course for all materials not tied to grade appeals or contestations. [For those related to grade appeals or contestations, retain for 1 semester following the expiration of the appeals process.]	Confidential Destruction by the office of origin
	The Office of the Registrar; Academic departments or programs	Class rosters: <i>3 years after completion of the course</i>	Confidential Destruction by the office of origin
		All other course materials and related documents: <i>Retain until no longer needed</i>	Confidential Destruction by the office of origin
Duplicates	All other offices	Until no longer needed	Confidential Destruction

References: Rule 1B-24.001(k) of the Florida Administrative Code, Items #6, 56, 88, 100, and 107 (2019).

Notes: The above guidance about student work products does not relate to scholastic evaluations or grades. For guidance about those records see the section of this document devoted to Employments Records, specifically Faculty Files.

Student Theses

Selected final products from graduates in special programs across campus. Examples include: Honors in the Major, the Honors Degree Program, the Master of Liberal Studies Program, the Master’s in Applied Behavior Analysis and Clinical Science, and the Crummer School of Business’ SunTrust Portfolios and Executive Doctorate in Business Administration.

	Record Holder	Retention Period	Disposition
Official Copy	Academic Departments and Program Chairs	Permanent	Transfer to Archives via submission to Institutional Repository
Duplicates	All other offices	Until no longer needed	Confidential Destruction

Grants, Awards, and Sponsored Research

Records include applications, written updates and reports, data and copies of data, budget materials and financial records, research documentation, and/or correspondence.

	Record Holder	Retention Period	Disposition
Official Copy	Faculty and other researchers engaged in grant-funded activities	<p>Federal Grant Awards: <i>ACT+3 years following the close of the award and submission of the final report</i></p> <p>Private and other Funding Agencies, or Internal Grants: <i>ACT+3 years following the close of the award, unless otherwise specified by the funding agency.</i></p>	<p>Confidential Destruction by the Principle Investigator/ Project Director [See Note below for “Researchers.”]</p> <p>Confidential Destruction by the Principle Investigator/ Project Director [See Note below for “Researchers.”]</p>
	Office of Grants and Sponsored Research; the Office of Corporate and Foundation Relations; Office of the President, Provost, Deans, or other relevant Directors Offices	<p>All grant application materials and awards documented by official College offices: <i>ACT+7 years following the close of the award, unless necessary for the continuation of College business</i></p>	<p>Confidential Destruction by the Office of Origin [See Note below about “Internal Grants and Awards”]</p>
Duplicates	All other offices	Until no longer needed	Confidential Destruction

References: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Part 200, Uniform Guidance sections §200.333-7.

Note for Researchers: It is the responsibility of the funded researcher to enter a research project with an understanding of what kind of data and documentation will be used, created, maintained, and destroyed and when. Those specifics of should be articulated in written form before the start of a project. Examples of such documents might be an accepted grant proposal, a **Data Management Plan (DMP)**, an **Institutional Review Board (IRB)** application, or another binding document explaining the parameters of the research project in question.

Note about Internal Grants and Awards: Information about internal grants and awards should be shared with the College Archives annually by the **Dean of Faculty** in the form of a brief report, in order to ensure historical documentation of the College’s research productivity. For further guidance on this, see an explanation of the requirements for “**Reports**” under the **Administrative Records** series section of this policy.

Administrative Records

Records that document the activities of senior administrators; the organization of the College; governance and management of the College and its faculty and staff; and planning, reporting, and decision-making.

Governance Documents

Records that document the formation and governance of the College. Includes Articles of Incorporation, the College Charter, Bylaws of the College, and Bylaws of the Faculty.

	Record Holder	Retention Period	Disposition
Official Copy	Archives; Office of the President; President of the Faculty	Permanent	Transfer to Archives
Duplicates	All other offices	Until no longer needed	Confidential Destruction

Institutional Research Records

Records that document the collection, interpretation, and dissemination of institutional research. These records may include survey data, data collection tools, and reports.

	Record Holder	Retention Period	Disposition
Official Copy	Office of Institutional Research	Final reports: Permanent All other records: Until no longer needed	Transfer to Archives Confidential Destruction
Duplicates	All other offices	Until no longer needed	Confidential Destruction

Meeting Minutes and Agendas of Committee Meetings

Records documenting the orders of business and proceedings of official meetings of the Faculty and/or formal standing committees, as well as any other decision-making entities across campus, including the Board of Trustees. This records series also concerns internal minutes and agenda items for all campus units and academic departments that are created in the regular course of business.

	Record Holder	Retention Period	Disposition
Official Copy	Departments and Offices; Committee Chairs President's Office	Official faculty and standing committees: Permanent Board of Trustees: Active files should be retained in the Office of the President; Inactive files are Permanent and should be deposited in the College archive Departments and other entities: Until no longer needed	Transfer to Archives Transfer to Archives Confidential Destruction
Duplicates	All other offices	Until no longer needed	Confidential Destruction

Organizational Charts

Charts that show lines of authority and responsibility College wide, within and between the various departments of the College. Official offices maintaining these organizational charts should retain these records until they are obsolete, superseded, or administrative value is lost; then transfer to Archives.

	Record Holder	Retention Period	Disposition
Official Copy	The Office of Institutional Research; The Office of the Provost and President	Permanent	Transfer to Archives <i>when no longer in use.</i>
Duplicates	All other offices	Until no longer needed	Confidential Destruction

Directory Listings

List of all employed faculty and staff at the college. May be updated semesterly for faculty and annually for all college employees. No personal or sensitive data should be collected in these directories.

	Record Holder	Retention Period	Disposition
Official Copy	Dean's Office, Human Resources	Permanent	Transfer to Archives
Duplicates	All other offices	Until no longer needed	Confidential Destruction

Key Policies, Principles, and Procedures

Critical policies and procedures documenting a department, office, program, and/or school; language that explains the values, rules, activities, and general processes of the College as a whole; official statements about policies of the College; formal written documentation about the procedures of a department, office, program, or school; formal supporting documents and operating procedures that outline methods for accomplishing critical functions or activities assigned to a unit. Examples of such materials are the College mission statement and any Key Institutional Policies governed by the College Policy Committee, in addition to departmentally-accepted standard operating procedures or implementation plans as well as any official campus correspondence, memoranda, or other communication portals that issue formal policies and procedures to be followed.

	Record Holder	Retention Period	Disposition
Official Copy	Office of Institutional Research; Human Resources; Issuing Departments and Offices	Official and finalized Key Policies, Principles, and Procedures: Permanent	Transfer to Archives (after consultation with College Archives)
Duplicates	All other offices	Until no longer needed	Confidential Destruction

Reports

Periodic, annual, or special reports that document specific projects or activities at the College or critical departments within the College. This *necessarily* includes official College Strategic Planning materials.

	Record Holder	Retention Period	Disposition
Official Copy	Originating Department	Annual and special reports: Permanent Interim and other reports: <i>Until no longer needed</i>	Transfer to Archives Confidential Destruction
Duplicates	All other offices	Until no longer needed	Confidential Destruction

Senior Administration Records

Records that document the functions, activities, and decision-making practices of senior administrative offices, specifically the Office of the President and the Office of the Vice President for Academic Affairs and Provost. This may include memoranda, correspondence, and background materials; it *necessarily* includes official reports, institutional principles and policies, and critical campus procedures or implementation documentation.

	Record Holder	Retention Period	Disposition
Official Copy	Senior Administrative Offices; Office of the President, Provost, Deans, and Directors across campus	Permanent	Transfer to Archives <i>when no longer in use</i> (after consultation with College Archives)
Duplicates	All other offices	Until no longer needed	Confidential Destruction

References: Rule 1B-24.001(k) of the Florida Administrative Code, Item #51

Notes: This record series requires retention of email records. The College adopts the National Archives and Records Administration’s “Capstone” approach to email archiving which enables institutions to collect email of permanent historical value based on an employee’s position and function, rather than the content of individual email messages. Therefore, email records created and received by the Offices of the President and Provost will automatically be retained as permanent records of historical value by the College Archives. Also see the procedures in place for archiving email across the college in the Policy for Archiving College Email, linked in the Introduction section of this document.

Speeches

Speeches prepared for presentation by a member of the senior administration acting in her or his official capacity. May include final copies, audio or video recordings of speeches, source materials, or other related records. Important speeches annually may include those given at Commencement, Convocation, the Annual Faculty Retreat, Staff Appreciation Day, and any all-college colloquia.

	Record Holder	Retention Period	Disposition
Official Copy	Office of the President, Office of the Provost, other Departments and Offices	Final copies and recordings: Permanent All other materials: Until no longer needed	Transfer to Archives Confidential Destruction
Duplicates	All other offices	Until no longer needed	Confidential Destruction

Development and Public Relations Records

Records that document activities to increase financial support for the College, engage alumni, and communicate about the College to parents, prospective students, and the community at large.

Development and Fundraising Documents

Records related to donor relations, gifts, endowments, foundations, and/or any other capital campaigns organized through official College channels. This includes internal and external reports, development financials, as well as official College communications and general correspondence about fundraising.

	Record Holder	Retention Period	Disposition
Official Copy	Institutional Advancement	Reports and official College communications: Permanent	Transfer to Archives
		Capital campaign records [distinct from record types listed herein under "Financial Records"]: <i>ACT+3 years from the close of the fiscal year after the campaign ended</i>	Confidential Destruction by the office of origin
		General correspondence and related documents: <i>Until no longer needed</i>	Confidential Destruction
Duplicates	All other offices	Until no longer needed	Confidential Destruction

Alumni Information and Communications

Records about and communications with the alumni of the College. This includes documents like alumni lists, alumni association records, alumni awards and recognitions, and correspondence.

	Record Holder	Retention Period	Disposition
Official Copy	Alumni Affairs	Alumni awards and recognitions: Permanent	Transfer to Archives
		Alumni association records: Transfer records with historical value to Archives <i>after 5 years or when reference value ends</i>	Confidential Destruction <i>(Consult with Archives before action)</i>
		Alumni lists and correspondence documents: <i>Until no longer needed</i>	Confidential Destruction
Duplicates	All other offices	Until no longer needed	Confidential Destruction

Photographic and Audiovisual Materials

Records that document College activities, events, students, alumni, faculty, and staff. These materials are typically used for student recruitment, fundraising, publicity, or publications. May include print or digital photographs and audiovisual recordings, in the form of final cuts, edited footage, or raw formats.

	Record Holder	Retention Period	Disposition
Official Copy	Marketing and Communications	Photographs and final, edited recordings: Permanent	Transfer to Archives
		Raw footage: <i>Consult with Archives before action</i>	Consult with Archives
		All other footage: <i>Until no longer needed</i>	Confidential Destruction
Duplicates	All other offices	Until no longer needed	Confidential Destruction

Notes: Most departments and offices produce many copies of still and moving images. Departments and offices should determine which copy is the official copy and manage it accordingly. All other copies are unofficial copies and should be managed accordingly.

Publications

Materials produced for the purposes of publicity, student recruitment, fundraising, and alumni and community engagement. Types of publications may include, but are not limited to, web publications, books, magazines, newsletters, yearbooks, directories, brochures, pamphlets, media guides, guidebooks, proceedings, programs, and flyers. Includes both final published materials and supporting records related to the development and production of the piece, such as drafts and earlier versions.

	Record Holder	Retention Period	Disposition
Official Copy	Marketing and Communications; College Alumni Relations; Development Office; Admissions	Final publications: Permanent	Transfer to Archives
		Drafts and earlier versions: <i>Until no longer needed</i>	Confidential Destruction
Duplicates	All other offices	Until no longer needed	Confidential Destruction

Notes: Several publications that have significant online content are currently being captured as part of the Archives' web archiving program and/or through the College's institutional repository. These include but are not limited to: *Rollins 360*, *Rollins Magazine*, and *The Sandspur*. The Digital Archivist should monitor URLs for these publications to ensure continued capture.

Employment Records

Records that document personnel administration and services at Rollins.

Employment Applications – Individual Applicants Who Are Hired

Records that document the process to fill employment positions at Rollins. May include completed employment applications, background investigation results, resumes, and letters of recommendation. Includes student, seasonal, nine-month, and year-long employees.

	Record Holder	Retention Period	Disposition
Official Copy	Human Resources	Employment Applications, Background Investigation Results, Resumes, Letters of Recommendation: <i>ACT+3 years from last date of employment at Rollins for all records in this series. See 29 CFR § 1602.49.</i>	Confidential Destruction
Duplicates	All other offices	Until no longer needed	Confidential Destruction

References: 29 CFR § 1602.49; 29 CFR § 1627.3

Employment Applications – Individual Applicants Who Are Not Hired

Records that document the process to fill employment positions at Rollins. May include completed employment applications, background investigation results, resumes, and letters of recommendation. Includes student, seasonal, nine-month, and year-long employees.

	Record Holder	Retention Period	Disposition
Official Copy	Human Resources	Employment Applications, Background Investigation Results, Resumes, Letters of Recommendation: <i>1 year from the date the position is filled</i>	Confidential Destruction
Duplicates	All other offices	Until no longer needed	Confidential Destruction

References: 29 CFR § 1602.14; 29 CFR § 1627.3

Job Announcements and Advertisements

Job calls, either print or electronic in dissemination, distributed publicly.

	Record Holder	Retention Period	Disposition
Official Copy	Human Resources	<i>1 year from the date the position is filled</i>	Confidential Destruction
Duplicates	All other offices	Until no longer needed	Confidential Destruction

References: 29 CFR § 1627.3 (b)(1)

Faculty Files

Records that document recruitment, evaluation, tenure, and promotion of individual faculty members (including both assistant, associate, and full professors on the tenure track as well as part time faculty like lectures and adjuncts). These records may include course evaluation forms, faculty committee evaluation reports, peer review documents, scholastic evaluations (final grades and assignment grades), and tenure and promotion records. It *necessarily* includes curriculum vitae and associated documents, official transcripts, and faculty publications.

	Record Holder	Retention Period	Disposition
Official Copy	Office of the Provost, Human Resources, Office of the Dean of Faculty, Office of the Dean of the Crummer Graduate School of Business; Office of International Programs	Curriculum vitae (up to date and original), related hiring documents, official transcripts, and all publications: Permanent Tenure and internal evaluation files, peer review documents, and tenure report: ACT+3 years from last date of employment at Rollins Course Evaluation Forms: 7 years from date of evaluation Scholastic Evaluations: 5 years from date of evaluation	Transfer to Archives [Publications: Transfer to Archives via submission to Institutional Repository] Retained in office of origin; DO NOT transfer to Archives Confidential Destruction by the office of origin Confidential Destruction by the office of origin
Duplicates	All other offices	Until no longer needed	Confidential Destruction

References: 29 CFR § 1602.49; AACRAO Retention of Records (2010); Rule 1B-24.001(k) of the Florida Administrative Code, Item #Item 43, 68, 80, and 88.

Notes: This series does not include the teaching, research, professional, or personal files of the faculty. Faculty members are encouraged to contact Archives upon retirement since their records may have permanent value to Rollins.

Payroll Records

Records that document earnings and deductions of Rollins faculty, staff, and student employees. May include wage or salary history, information about current rate of pay, payroll deductions, W-2 and W-4 forms, garnishment records, timecards, and other related records.

	Record Holder	Retention Period	Disposition
Official Copy	Human Resources	Salary history, current rate of pay, payroll deductions, W-2 forms, W-4 forms: 6 years from last date of entry	Confidential Destruction
		Timecards or sheets: 5 years from last date of entry	Confidential Destruction
		Garnishments: ACT	Confidential Destruction
Duplicates	All other offices	Until no longer needed	Confidential Destruction

References: 29 CFR § 516.6; 29 CFR § 825.500; 29 CFR § 1602.49; 29 CFR § 1620.32; 29 CFR § 1627.3

Pension and Benefits Records

Records that document the pension and benefits offerings at Rollins, and employee participation in these programs.

	Record Holder	Retention Period	Disposition
Official Copy	Human Resources	Individual Employee Files, Education assistance, Disability Records: LIFE	Confidential Destruction
		Vesting, Actuarial Records (general files), Retirement Plans (general files): 6 years from last effective date	Confidential Destruction
Duplicates	All other offices	Until no longer needed	Confidential Destruction

References: 29 CFR § 825.500; 29 CFR § 1627.3; 29 USC § 1027 (ERISA)

Personnel Files – General

Work records of a general nature, such as job descriptions, interoffice manuals, employee handbooks, and other “on the job” guidance materials for personnel.

	Record Holder	Retention Period	Disposition
Official Copy	Human Resources	Superseded employee manuals and handbooks: ACT Superseded job descriptions and on the job guidance materials: <i>10 years from last effective date</i>	Retain in the department of origin Confidential Destruction
Duplicates	All other offices	Until no longer needed	Confidential Destruction

Personnel Files – Individual Employees

Records that document individual employee work and work history. Includes beneficiary designations; emergency contacts; promotion records; attendance records; employee evaluations; transfer records; personnel actions; disciplinary warnings or actions; and layoff or termination records.

	Record Holder	Retention Period	Disposition
Official Copy	Human Resources	Beneficiary Designations, Emergency Contacts, Promotion Records, Attendance Records, Employee Evaluations, Transfer Records, Personnel Actions, Disciplinary Actions, and Termination Records: ACT+3 years from last date of employment at Rollins.	Confidential Destruction
Duplicates	All other offices	Until no longer needed	Confidential Destruction

References: 29 CFR § 1602.49

Facilities Records

Records that document buildings and grounds construction and maintenance.

Building Permits

Records issued by a governing authority for performance of construction, electric, plumbing, gas, heating/ventilation/air conditioning, or mechanical work. Included in this series are the supporting documents and other permits that may be issued for construction improvements to existing structures.

	Record Holder	Retention Period	Disposition
Official Copy	Facilities	All building permits: <i>10 years after issuance of permit.</i>	Confidential Destruction
Duplicates	All other offices	Until no longer needed	Confidential Destruction

References: 2014 FL Statutes § 553.79; Florida Building Code § 105; See 2014 FL Statutes § 95.11(3)(c) –Florida Statute of Limitations.

Building Plans and Specifications

Includes architectural drawings and blueprints; early sketches as well as final renderings; aerial and other landscape photographs; preliminary planning and as-built drawings; drawings reflecting changes to original plans; soil testing maps; and any other type of graphic representation produced relating to buildings, systems, and land at Rollins.

	Record Holder	Retention Period	Disposition
Official Copy	Facilities	Architectural Drawings, Blueprints, Final Renderings, Aerial and other Landscape Photographs, Geological and other Maps, and any finalized drawings or building plans: Permanent Preliminary drawings, drafts, and early sketches: <i>Until administrative need is satisfied</i>	Transfer to Archives Confidential Destruction
Duplicates	All other offices	Until no longer needed	Confidential Destruction

References: 2014 Florida Statutes § 553.79; Florida Building Code § 107.5

Capital Property Records

May include property records/inventories; equipment inventories; depreciation schedules; mortgage records; property improvement records; and sales records.

	Record Holder	Retention Period	Disposition
Official Copy	VP for Business and Finance	Property records, depreciation schedules, mortgage records: Active files should remain in the office of origin; Inactive files have a Permanent retention. Equipment inventories: ACT Property improvement records: ACT+4 years from property improvement expenditure Sales records: 7 years from the date of sale	Transfer to Archives Confidential Destruction Confidential Destruction Confidential Destruction
Duplicates	All other offices	Until no longer needed	Confidential Destruction

Maintenance Records

Records that document the service and repair of College buildings and equipment.

	Record Holder	Retention Period	Disposition
Official Copy	Facilities	Retain for life of structure or equipment	Confidential Destruction
Duplicates	All other offices	Until no longer needed	Confidential Destruction

Office Layout Records

Building design information, office maps, and other directory-like records that contain office location data.

	Record Holder	Retention Period	Disposition
Official Copy	Facilities	ACT ; Retain until the version of the file becomes obsolete	Confidential Destruction
Duplicates	All other offices	Until no longer needed	Confidential Destruction

Financial Records

Records that document the allocation of funds through budgeting and accounting at Rollins.

Accounts Payable Records

Records used by departments or offices to document expenditures and purchases. May include, but not limited to, ledgers, purchase orders, invoices, payment/disbursement records, expense reports, purchase requisitions, work orders, and insurance payment records, and related documentation and correspondence.

	Record Holder	Retention Period	Disposition
Official Copy	Departments	Accounts payable ledgers: <i>13 years after last date of entry</i>	Confidential Destruction
		Purchase orders, vendor invoices, payment/disbursement records, and expense reports: <i>7 years from the date the record was created</i>	Confidential Destruction
		Purchase requisitions/work orders and insurance payment records: <i>4 years from the date the record was created</i>	Confidential Destruction
Duplicates	All other offices	Until no longer needed	Confidential Destruction

References: 26 CFR 301.6501(a)-1; 29 CFR 516.6

Accounts Receivable Records

Records used by departments or offices to document billing and collection activities.

	Record Holder	Retention Period	Disposition
Official Copy	Departments	Accounts receivable ledgers: <i>13 years after last date of entry</i>	Confidential Destruction
		Invoices to customers: <i>7 years after invoice date</i>	Confidential Destruction
		Receipts, uncollected accounts: <i>4 years after receipt issued</i>	Confidential Destruction
		Collection records: ACT	Confidential Destruction
Duplicates	All other offices	Until no longer needed	Confidential Destruction

References: 26 CFR 301.6501(a)-1; 29 CFR 516.6

Auditor Reports

Records that document formal examination of College finances.

	Record Holder	Retention Period	Disposition
Official Copy	Finance	Permanent	Transfer to Archives
Duplicates	All other offices	Until no longer needed	Confidential Destruction

Banking Records

May include, but not limited to, bank reconciliations and bank statements.

	Record Holder	Retention Period	Disposition
Official Copy	Finance	Bank reconciliations: <i>ACT+2 years after statement date</i> Bank statements: <i>ACT+2 years after statement date</i>	Confidential Destruction
Duplicates	All other offices	Until no longer needed	Confidential Destruction

Description of Accounting System

An explanation of the computer-based/electronic methods used for tracking and tabulating campus finances and other accounting statistics for the College.

	Record Holder	Retention Period	Disposition
Official Copy	Finance	Until system is superseded	Confidential Destruction
Duplicates	All other offices	Until no longer needed	Confidential Destruction

Financial Statements

Includes year-end and other financial statements.

	Record Holder	Retention Period	Disposition
Official Copy	Finance	Year-end statements: Permanent	Transfer to Archives
Duplicates	All other offices	Until no longer needed	Confidential Destruction

References: 17 CFR 210.2-06; 26 CFR 301.6501(e)-1

Ledgers

Includes account ledgers and general ledgers.

	Record Holder	Retention Period	Disposition
Official Copy	Finance	Permanent	Retain in Finance
Duplicates	All other offices	Until no longer needed	Confidential Destruction

References: 26 CFR 6501(a)-1

Tax Records

Includes Form 990 and 990T, as well as federal and state tax returns for the College.

	Record Holder	Retention Period	Disposition
Official Copy	Finance	Form 990; Permanent Sales tax returns; Form 990T; state tax returns: <i>ACT+7 years from date of required filing</i>	Transfer to Archives Confidential Destruction
Duplicates	All other offices	Until no longer needed	Confidential Destruction

References: 26 USC 301.6104(d)

Health, Safety, and Security Records

Records that document the actions taken to ensure the health, safety, and security of students, faculty, and staff at Rollins.

Campus Security Reports

Reports documenting College compliance with Clery Act requirements. May include annual and interim crime and fire safety reports, daily crime logs, fire logs, timely notifications, incident reports, correspondence, and related records that support the creation of annual campus security reports.

	Record Holder	Retention Period	Disposition
Official Copy	Campus Safety	<p>Campus Annual Safety and Fire Safety Report (ASFSR): Permanent</p> <p>Campus crime reports (interim): 3 years from date of publication</p> <p>Incident Reports: 7 years from date of report [Note: Active records stay in the office of origin. Inactive files are deposited in the College Archives.]</p> <p>All other records: 3 years after publication of the annual crime report in which the incident appeared</p>	<p>Transfer to Archives</p> <p>Confidential Destruction</p> <p>Confidential Destruction</p> <p>Transfer to Archives; Confidential Destruction by College Archives</p>
Duplicates	All other offices	Until no longer needed	Confidential Destruction

References: 20 USC § 1092(f) – Jeanne Clery Act

Employee Medical, Health, and Safety Records

Records concerning the health status of an employee which is made or maintained by a physician, nurse, or other health care personnel or technician. May include, but not limited to records documenting work-related injuries and medical and employment questionnaires or histories. [Note: For records documenting the exposure or possible exposure of an employee to toxic substances or harmful physical agents see the retention requirements on the next page for Environmental Records.]

	Record Holder	Retention Period	Disposition
Official Copy	Human Resources, Campus Safety	Employee medical records, accident reports, employee injury records, employee safety records: 7 years after employee separation	Confidential Destruction
Duplicates	All other offices	Until no longer needed	Confidential Destruction

References: HIPPA; Rule 64B8-10.002(3), FAC; FL Statutes, Section 458.331(1)(m).

Emergency Operations Plans and Procedures

Records documenting procedures to be followed in an emergency. May include emergency procedures, emergency operations plans, correspondence, and related records.

	Record Holder	Retention Period	Disposition
Official Copy	Campus Safety	ACT	Confidential Destruction
Duplicates	All other offices	Until no longer needed	Confidential Destruction

References: 29 CFR § 1910.38

Motor Vehicle Records

Records identifying any registered vehicles on campus. May or may not include data about annual parking or other driving violations as it relates to campus individuals and their safety.

	Record Holder	Retention Period	Disposition
Official Copy	Campus Safety	ACT	Confidential Destruction
Duplicates	All other offices	Until no longer needed	Confidential Destruction

Environmental Records

May include Material Safety Data Sheets and hazardous chemical waste or exposure records.

	Record Holder	Retention Period	Disposition
Official Copy	Campus Safety	Material Safety Data Sheets: <i>30 years after last date of use of the hazardous material cited</i>	Confidential Destruction
		Hazardous chemical waste or exposure records: <i>5 years after event documented</i>	Confidential Destruction
Duplicates	All other offices	Until no longer needed	Confidential Destruction

References: 29 CFR § 1910.1020; 40 CFR § 262.40; 40 CFR § 268.7

Legal Records

Records that document the legal affairs of the College.

Attorney Opinion Letters

Records that document responses of College Counsel to legal questions posed by departments and offices which may have an impact on Rollins' operations and policy.

	Record Holder	Retention Period	Disposition
Official Copy	Associate Vice President of Human Resources and Risk Management	ACT+4 years from the date of inquiry	Confidential Destruction
Duplicates	All other offices	Until no longer needed	Confidential Destruction

Contracts and Leases

Records documenting the process of entering into a contract or lease. Contracts are defined here as an agreement between two parties to exchange goods or services for a certain sum. Leases are defined here as a written agreement in which the owner of property (either real estate or otherwise) allows use of said property for a specified period of time in exchange for payments and/or other terms and conditions. This records series may also include any materials that facilitate the creation and understanding of such formal agreements, like background and support materials, drafts, internal memos, and related correspondence. Such records *necessarily* include official, signed contracts and leases of any kind as well as corresponding attachments and amendments.

	Record Holder	Retention Period	Disposition
Official Copy	Office of the Vice President for Business and Finance and Treasurer	Contracts, including all attachments and amendments: <i>ACT+4 years after expiration or cancellation of contract</i>	Confidential Destruction
		Leases, including all attachments and amendments: <i>ACT+6 years after expiration or cancellation of lease</i>	Confidential Destruction
		Drafts, memos, correspondence, and any other supporting materials related to contracts and leases: <i>Until administrative need is satisfied</i>	Confidential Destruction
Duplicates	All other offices	Until no longer needed	Confidential Destruction

References: 26 CFR § 1.167(a)-11, 12; 26 CFR § 301.6501(a)-1; Florida Statute of Limitations

Licenses

Includes current and expired licenses of all kinds.

	Record Holder	Retention Period	Disposition
Official Copy	Office of the Vice President for Business and Finance and Treasurer	Licenses should be retained while in effect and then final retention for all inactive licenses is: Permanent	Transfer to Archives
Duplicates	All other offices	Until no longer needed	Confidential Destruction

Litigation Records

Records documenting legal cases involving the College. May include claims, court documents and records, deposition transcripts, discovery materials, litigation files, and other supporting materials.

	Record Holder	Retention Period	Disposition
Official Copy	Associate Vice President of Human Resources and Risk Management	Litigation files: ACT+2 years after litigation is resolved All other records: Until litigation is resolved	Confidential Destruction Confidential Destruction
Duplicates	All other offices	Until no longer needed	Confidential Destruction

Patent and Trademark Records

Records documenting the preparation, filing, maintenance of, and rights granted by patents and trademarks owned or registered by the College. May include patents, applications, trademark registration, notices of award, and related documentation and correspondence.

	Record Holder	Retention Period	Disposition
Official Copy	Office of the Vice President for Business and Finance and Treasurer	Intellectual property files such as trademark and patent records: ACT+ 6 years from the date of registration	Confidential Destruction
Duplicates	All other offices	Until no longer needed	Confidential Destruction

Student Records

Records documenting the student body, admissions, financial aid, and student academic performance at Rollins College.

Application Materials for Students Who Enroll

Records that document the application process for individuals seeking admission to Rollins. May include acceptance letters, applications, correspondence, entrance exams and advanced placement scores, and letters of recommendation.

	Record Holder	Retention Period	Disposition
Official Copy	Admission	Acceptance Letters, Applications, Correspondence, Transcripts, Entrance Exams, Advanced Placement Scores: 5 years after date of last attendance	Confidential Destruction
		Letters of recommendation and any other materials: <i>Retain only until admitted</i>	Confidential Destruction
Duplicates	All other offices	Until no longer needed	Confidential Destruction

References: AACRAO *Retention of Records* 2010

Application Materials for Students Who Are Admitted but Do Not Enroll

Records that document the application process for individuals seeking admission to Rollins. May include acceptance letters, applications, correspondence, transcripts, entrance exams and advanced placement scores, and letters of recommendation.

	Record Holder	Retention Period	Disposition
Official Copy	Admission	Acceptance Letters, Applications, Correspondence, Transcripts, Entrance Exams, Advanced Placement Scores, and Letters of Recommendation: 1 year after application term	Confidential Destruction
Duplicates	All other offices	Until no longer needed	Confidential Destruction

References: AACRAO *Retention of Records* 2010

Application Materials for Students Who are Not Admitted

Records that document the application process for individuals seeking admission to Rollins. May include rejection letters, applications, correspondence, transcripts, entrance exams and advanced placement scores, and letters of recommendation.

	Record Holder	Retention Period	Disposition
Official Copy	Admissions	Rejection Letters, Applications, Correspondence, Transcripts, Entrance Exams, Advanced Placement Scores, and Letters of Recommendation: ACT <i>(in this case, the record is considered "active" until the administrative need is satisfied)</i>	Confidential Destruction
Duplicates	All other offices	Until no longer needed	Confidential Destruction

Financial Aid Records

Includes applications for financial aid, information on financial aid awards, and lender names and addresses, promissory notes, information on job placement, and repayment histories.

	Record Holder	Retention Period	Disposition
Official Copy	Financial Aid	Promissory notes: Permanent All other records: ACT+5 years after graduation or non-attendance	Retain in Office of Financial Aid Confidential Destruction
Duplicates	All other offices	Until no longer needed	Confidential Destruction

References: 34 CFR 668.24; 34 CFR 674.19; AACRAO *Retention of Records* 2010

Student Medical Records

Includes official student medical charts or other records of physical and/or mental health consultations.

	Record Holder	Retention Period	Disposition
Official Copy	Wellness Center	Immunization records: Permanent All other records: ACT+7 years after last contact with patient.	Retain in Office of the Wellness Center Confidential Destruction
Duplicates	All other offices	Until no longer needed	Confidential Destruction

References: FERPA; HIPPA; Rule 64B8-10.002(3), FAC; FL Statutes, Section 458.331(1)(m); Rule 1B-24.003(1)(f), Florida Administrative Code, Item # 155 (2019).

Individual Student Records

May include course add/drop slips; disciplinary files; pass/fail requests; class schedules; forms; transcript requests; FERPA requests; academic records; Advanced Placement test scores; applications for graduation; date of graduation and degree award; degree audit records; transfer credit evaluations; personal data forms; name change authorizations; and tuition and fee charges.

	Record Holder	Retention Period	Disposition
Official Copy	Office of the Registrar (CLA & Holt); Office of the Registrar (Crummer)	Academic records and date of graduation and degree award records: Permanent	Retain in Student Information System (Banner)
		Disciplinary files: 5 years after date of last enrollment. Information about dismissal or degree revocation should be retained permanently.	Confidential Destruction
		FERPA requests: LIFE (if requested by the student, no records are required)	Confidential Destruction
		AP records, degree audit records, transfer credit evaluations, name change authorizations, and tuition and fee records: 5 years after date of last attendance	Confidential Destruction
		Application for graduation, personal data forms: 1 year after date of last attendance	Confidential Destruction
Duplicates	All other offices	Until no longer needed	Confidential Destruction

Notes: Per AACRAO *Retention of Records* 2010, information about dismissal or degree revocation should be permanently retained.

International Student Documents

May include alien registration receipt cards, visa eligibility certificates (DS-2019 or I-20), work permits, Arrival-Departure records (I-94 cards), passport numbers, statements of educational costs, or statements of financial responsibility.

	Record Holder	Retention Period	Disposition
Official Copy	International Student and Scholar Services; Office of the Registrar (CLA & Holt), Office of the Registrar (Crummer)	For applicants who do not enroll: 3 years after application For applicants who enroll: 5 years after graduation or date of last attendance <i>For applicants who are not accepted: 1 year after the application term</i>	Confidential Destruction Confidential Destruction Confidential Destruction
Duplicates	All other offices	Until no longer needed	Confidential Destruction

References: 8 CFR 214.3(g); 22 CFR 62.10(h); AACRAO *Retention of Records* 2010

General Student Records

Includes applicant statistics, enrollment statistics, grade statistics, racial/ethnic statistics, and degree statistics.

	Record Holder	Retention Period	Disposition
Official Copy	Office of Institutional Research; Office of the Registrar (CLA & Holt), Office of the Registrar (Crummer); Admissions	Enrollment statistics, grade statistics, and degree statistics: 10 years from publication date Applicant statistics and racial/ethnic statistics: 5 years from collection date	Confidential Destruction Confidential Destruction
Duplicates	All other offices	Until no longer needed	Confidential Destruction

References: AACRAO *Retention of Records* 2010

Campus Records Officers

Campus Records Officers are the designated individuals in each department on campus responsible for the records management functions and activities of their given office(s).

Roles and Responsibilities

Campus Records Officers are charged with the following roles and responsibilities.

1. Become familiar with the General Records Retention Schedule and stay up to date on annual changes or improvements to that schedule as they are issued.
2. Know the records series and document types that your office creates and maintains, with special attention to those files that serve as the official or “office of record” copy.
3. Survey the extent and organization of departmental records, both paper and digital, with retention and destruction timelines in mind.
4. Coordinate data and records security measures with critical IT personnel across campus as needed.
5. Liaise with the College Archives and set up regular transfers for any records with permanent retention requirements.
6. Execute any necessary systematic records destruction and keep logs of destruction efforts for audit purposes.
7. Ensure that new employees have access to records management training and protocols.
8. Ensure that employees leaving the College no longer have access to campus-only records and resources.
9. Ensure that vendors, contractors, student workers, and other temporary or “work for hire” employees only have access to necessary files and only during the time period in which they are employed by the College.
10. Attend any records management trainings and stay up to date on records management best practices in the relevant industry or field.

Appendix A: June 2020 List of Campus Records Officers by Department

Below is an official list of people who occupy the role of Campus Records Officer in *non-academic* departments across campus. *All academic departments should coordinate with the Dean's Office and Vice President for Academic Affairs/Provost's Office on records retention and disposition matters.*

This list of Campus Records Officers is up to date as of June 2020. This list is reviewed and updated annually. If you need to change the individual listed as the Campus Records Officer for your department or if you have questions about the role generally, please contact Rachel Walton, Digital Archivist and Records Manager, at rwalton@rollins.edu or campus extension 1127.

Department	Name	Title	Contact Info
Accessibility Services	Whitney Horton	Director of Accessibility Services	407-975-6463 WNHORTON@rollins.edu
Admission	Robin Millar	Operations Manager	407-646-2417 RMILLAR@rollins.edu
Alumni Affairs	Katherine Pappas	Director of Alumni Engagement	407-646-2268 KPAPPAS@rollins.edu
Athletics	Pennie Parker	Director of Athletics	407-646-2636 PPARKER@rollins.edu
Campus Safety	Ken Miller	Asst VP of Public Safety	407-646-2999 KMILLER@rollins.edu
Career and Life Planning	Lisa Gilliean-Crump	AVP of Career & Life Planning	407-646-2391 AGCRUMP@rollins.edu
Child Development Center	Sharon Carnahan	Director of the CDC	407-646-2548 SCARNAHAN@rollins.edu
Community Standards & Responsibility	Maeghan Rempala	Director of Community Standards	407-691-1337 MREMPALA@rollins.edu
Cornell Fine Arts Museum	Ena Heller	Director	407-646-2525 EHELLER@rollins.edu
Crummer Graduate School	Carlene Sterling	Director of Student Services	407-691-1267 CMSTERLING@rollins.edu
Dean of the Faculty	Jennifer Cavanaugh	Dean of Faculty	407-691-1268 JCAVENAUGH@rollins.edu
Facilities Management	Scott Bitikofer	Assistant VP of Facilities	407-646-2137 SBITIKOFER@rollins.edu
Accounting and Finance	Toni Kreke	Controller	407-646-2475 TKREKE@rollins.edu
Financial Aid	Steve Booker	Assoc VP & Director of Financial Aid	407-646-2316 SBOOKER@rollins.edu
Grants and Contracts	Devon Massot	Director of Contracts and Grants	407-646-1943 DMASSOT@rollins.edu
Hamilton Holt School	Robert Sanders	Dean	407-691-1349 RSANDERS@rollins.edu
Human Resources	Matt Hawks	Assoc VP of HR & Risk Management	407-646-2104 MHAWKS@rollins.edu
Inclusion & Campus Involvement	Abby Hollern	Director of the Center for Inclusion & Involvement	407-646-2638 AHOLLERN@rollins.edu
Information Technology	Troy Thomason	Asst VP of IT/CIO	407-628-6317 TTHOMASON@rollins.edu

Department	Name	Title	Contact Info
Institutional Advancement	Laurie Houck	VP of Institutional Advancement	407-646-2174 LHOUCK@rollins.edu
Institutional Research	Udeth Lugo	Director of IR	407-646-2573 ULUGO@rollins.edu
International Programs	Giselda Beaudin	Director of Global Initiatives	407-646-2435 GBEAUDIN@rollins.edu
International Student and Scholar Services	Jennifer Ruby	Director of International Students & Scholar Services	407-691-1370 JRUBY@rollins.edu
Knowles Memorial Chapel	Katrina Jenkins	Dean of Religious Life	407-646-2440 KEJENKINS@rollins.edu
Leadership and Community Engagement	Michele Meyer	AVP Student Affairs and Community Engagement	407-691-1754 MMEYER@rollins.edu
Olin Library	Deborah Prosser	Director of Olin Library	407-646-2306 DPROSSER@rollins.edu
Marketing and Communications	Sam Stark	VP of Communications & External Relations	407-646-2086 SSTARK@rollins.edu
Office of Title IX	Sarah J. Laake	Director of Title IX	407-691-1773 SLAAKE@rollins.edu
President's Office	Lorrie Kyle	Executive Director	407-646-1540 LKYLE@rollins.edu
Provost's Office	Toni Holbrook	Assistant Provost for Institutional Effectiveness	407-646-2355 TSHOLBROOK@rollins.edu
Purchasing	John Overberger	Director of Business Services	407-646-2112 JOVERBERGER@rollins.edu
Residential Life	Leon Hayner	Associate Dean of Students	407-691-1771 LHAYNER@rollins.edu
Student Media	Greg Golden	Director of Student Media	407-646-2905 GGOLDEN@rollins.edu
Office of the Registrar	Stephanie Henning	Registrar	407-646-2258 SHENNING@rollins.edu
Treasurer's Office	Ed Kania	Vice President for Business and Finance and Treasurer	407-646-2554 EKANIA@rollins.edu
Student Affairs	Mamta Accapadi	Vice President of Student Affairs	407-691-1014 MACCAPADI@rollins.edu
Wellness Center	Connie Briscoe	Director of Wellness	407-646-2194 CBRISCOE@rollins.edu