Rollins College

Record Retention and Disposal

POLICY

1) Purpose
The purpose of this policy is to ensure that:
   a) Necessary records and documents are adequately protected and maintained
   b) Records that are no longer needed or of no value are disposed at the appropriate time

2) Objectives
   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
      i) Shredders are located in common areas of most administrative buildings
      ii) Finance organizes and publicizes an annual document disposal day each spring. A commercial
document destruction company is made available on campus with high-capacity shredding equipment.

3) Applicability
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
(Record Retention and Disposal Policy – Continued)

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.

4) Related Matters—See also:
   a) Rollins College Policy – Identity Theft Red Flags Program
   b) Olin Library:

5) Retention Periods

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| **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                  |

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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
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
(Record Retention and Disposal Policy – Continued)

Promissory Notes ................................................................. PERM
Job Placement ................................................................. ACT + 5 years
Repayment History .......................................................... ACT + 5 years

EMPLOYMENT APPLICATIONS / EMPLOYMENT LISTINGS
Job Announcements and Advertisements .................................................. 1 year
**Individual Applicants Who Are Not Hired:**
Employment Applications ........................................................................ 1 year
Background Investigation Results ............................................................ 1 year
Resumes ............................................................................................. 1 year
Letters of Recommendation .................................................................. 1 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-2Form ............................................................................................. 6 years
W-4Form ............................................................................................. 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
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

APPROVED BY THE AUDIT COMMITTEE OF THE BOARD OF TRUSTEES:
May 7, 2009