

**Alma College
Record Retention Schedule
Effective December 1, 2019**

A	B	C	D	E	F	G	H	I	J	
Requested updates to this schedule should be submitted to CFO Jeff Swears										
2	Responsible Department or Office	Record Description	While Active	Date inactive + 1 yr	Date Inactive +2 Yr	Date inactive +3 Yr	Date inactive +5 Yr	Date inactive +7 yr	Permanent	Other Timeline/Notes
3	Admissions	Undergraduate Applications for Admissions, Student application folders-not matriculated	X							Upload to Slate CRM, then dispose of paper
4	Admissions	High school & college transcripts for non-applicants	X							Upload to Slate CRM, then dispose of paper
5	Admissions	ACT/SAT score Profile Sheet for non-applicants	X							Upload to Slate CRM, then dispose of paper
6	Admissions	International student VISA documentation						X		
7	Advancement	Constituent files							X	
8	Advancement	Charitable gift annuity contracts				X				
9	Advancement	Corporate files							X	
10	Advancement	Declarations of intention				X				
11	Advancement	Endowment agreements							X	
12	Advancement	Foundation files							X	
13	Advancement	Gift agreements							X	
14	Advancement	Grants, Corporate, Foundation							X	
15	Advancement	Insurance policies gifted to Alma as owner and beneficiary				X				
16	Advancement	Letters of intention		X						
17	Advancement	Pooled income fund						X		
18	Advancement	Trusts						X		
19	Advancement	Payroll deduction forms						X		
20	Athletics	NCAA Academic Reporting, Compliance and Student Athlete Statement forms					X			
21	Athletics	Game Contracts	X							
22	Center for Student Opportunity	Disability and Academic Support Documentation					X			
23	Center for Student Opportunity	Tutoring assignments and records (departmental?)		X						
24	Center for Student Opportunity	Off-campus studies (OCS)/Venture MOUs/MOAs								Date Inactive + 10 years
25	Center for Student Opportunity	OCS policies and procedures								Date Inactive + 4 years
26	Center for Student Opportunity	OCS student files, health forms, waivers	X							Destroy upon return to campus
27	Civil Rights/Title IX	Civil Rights Policies	X							Archive previous versions
28	Civil Rights/Title IX	Civil Rights/Title IX case files						X		
29	Communication and Marketing	News Releases							X	Archived
30	Communication and Marketing	Photos				X				Unless of historical value, then archived
31	Communication and Marketing	Tartan or Accents (alumni magazine)							X	Archived
32	Counseling and Wellness Center	Confidential client files (computerized and hard copy)						X		
33	Counseling and Wellness Center	Policies and Procedures	X							Maintain superceded policies for 4 years.
34	Diversity and Inclusion	KCP Grant Records and Reports								6 years
35	Diversity and Inclusion	Campbell Scholars Records					X			
36	Diversity and Inclusion	Diversity education documentation for students and employees								6 years
37	Facilities and Service Management	Deeds, titles, easements							X	
38	Facilities and Service Management	Property appraisals							X	
39	Facilities and Service Management	Inspection and safety check records						X		
40	Facilities and Service Management	Work orders					X			
41	Facilities and Service Management	Construction change orders					X			
42	Facilities and Service Management	Project cost tracking					X			
43	Facilities and Service Management	Facility/site inventory & Sq footage							X	
44	Facilities and Service Management	Replacement cycle data base							X	
45	Facilities and Service Management	Master plan							X	
46	Facilities and Service Management	Facility "blue print" / construction docs							X	
47	Facilities and Service Management	Material Safety Data Sheets	X*							*Digital once inactive; retain digitally for 30 years
48	Financial Services	Accounting & Finance : Bank statements/reconciliations					X			
49	Financial Services	Accounting & Finance: Journal entries					X			
50	Financial Services	Accounting & Finance: Grant reports (after termination)					X			
51	Financial Services	Accounting & Finance: Sales tax reports					X			
52	Financial Services	Accounting & Finance: Escheats records/reports					X			
53	Financial Services	Accounting & Finance: Audited financial reports							x	
54	Financial Services	Accounting & Finance: Audit work papers and support docs					X			
55	Financial Services	Accounting & Finance: Monthly/quarterly financial reports					X			
56	Financial Services	Accounting & Finance: Depreciation records						x		

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57	Financial Services	Accounting & Finance: Budget development work papers				X				
58	Financial Services	Accounting & Finance: Budget - Board approved						X		
59	Financial Services	Accounting & Finance: Financial models and forecasts				X				
60	Financial Services	Accounting & Finance: Inventory lists, physical reports				X				
61	Financial Services	Accounting & Finance: General ledger							X	
62	Financial Services	Accounting & Finance: General ledger account reconciliations				X				
63	Financial Services	Accounting & Finance: Account build support							X	
64	Financial Services	Debt Agreements (loan, trust, guaranty...), covenant and compliance reports					X			
65	Financial Services	Debt statements and correspondence				X				
66	Financial Services	Insurance: policies				X				
67	Financial Services	Insurance: accident and incident forms/reports						X		
68	Financial Services	Insurance: risk management claims						X		
69	Financial Services	Insurance: inspection reports					X			
70	Financial Services	Investment statements, manager reports and monthly performance reports				X				
71	Financial Services	Surveys and support documentation						X		
72	Financial Services	Contracts, agreements, leases					X			After termination
73	Financial Services	Endowment, Trust & Life Income records								Life of E/T/LI
74	Financial Services	Policies							X	
75	Financial Services	Procedures					X			
76	Financial Services	Payroll: ACH/EFT payment records					X			
77	Financial Services	Payroll: Tax payment support					X			
78	Financial Services	Payroll: Time sheets and cards				X				
79	Financial Services	Payroll: W-2 forms							X	
80	Financial Services	Payroll: W3 and 1099/1096 forms					X			
81	Financial Services	Payroll: W-4 and I-9 forms - Active employees	X							
82	Financial Services	Payroll: W-4 and I-9 forms - Past employees					X			
83	Financial Services	Payroll: Forms 941 and 1042					X			
84	Financial Services	Payroll: Retirement reports							X	
85	Financial Services	Payroll: Debit card applications	X							
86	Financial Services	Payroll: Garnishments, court orders...						X		
87	Financial Services	Purchasing & payments: Checks (cancelled)					X			
88	Financial Services	Purchasing & payments: Invoices, Reimbursements, W-9 forms, 1099 forms					X			
89	Financial Services	P-card support/reports					X			
90	Financial Services	P-card enrollment forms	X							
91	Financial Services	Purchasing & payments: Bids and quotes					X			
92	Financial Services	Purchasing & payments: Purchase orders/requisitions				X				
93	Financial Services	Receivables & Receipts: Receipts support & deposit slips				X				
94	Financial Services	Tax: returns (990, 990T, 5500, 5227)							X	
95	Financial Services	Tax: return support						X		
96	Financial Services	Tax: Sales tax returns					X			
97	Financial Services	Tax: Federal and State audits						X		
98	Human Resources	I-9 Forms						X		
99	Human Resources	Employee file: Application and pre-employment materials, appointment letter, background/reference checks, credentials and qualifications verifications; benefits records, compensation and position records, action forms, direct deposit authorizations, W-4s, performance reviews, disciplinary actions, leave of absence records, reasonable accommodations, resignation letter, retirement or separation agreement, exit interview, conflict of interest statement, intellectual property agreements						X		
100	Human Resources	Workers Comp: Accident Reports						X		
101	Human Resources	Government agency reporting documents							X	
102	Human Resources	Department policies & Procedures/Guidelines	X							Until superceded
103	Human Resources	Manual of Organization & Employment	X							Archive previous version
104	Human Resources	Search records, solicited applications/resumes and interview notes sent to HR								Three years after position is filled

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105	Human Resources	OSHA 300/300A Reports							Posting Date + 5 years
106	Human Resources	Arbitration and grievance records							10 years
107	Human Resources	Job Descriptions							10 years
108	Human Resources	Reconciled invoices							3 years
109	Human Resources	Benefit Plan documents, SPDs						X	
110	Human Resources	Workers Comp: Toxic and bloodborne pathogens reports							30 years post termination
111	Human Resources	Unemployment claim records					X		
112	Human Resources	Utilization data for insured programs			X				
113	Information Technology	Logs and Backups							Variable - Refer to ITS Disaster Recovery Plan
114	Information Technology	Network floor plans - by facility							Facility life
115	Information Technology	Contracts and Licensing			X				
116	Information Technology	Service Records			X				
117	Information Technology	Hardware/software documentation	X						
118	Information Technology	LMS Course Records				X			
119	Library	Automated Billing & Fine Records	X						While patron record is active
120	Library	Reserve materials lists	X						
121	Library	Correspondence with publishers or serial vendors	X						Correspondence through email until issue is resolved
122	Library	Circulation records	X						
123	Library	Fines paid files	X						While patron record is active
124	Library	Overdue notices	X						Until overdue status is satisfied
125	Library	Archived historical records						X	
126	Library	Interlibrary loan reciprocal borrowing agreements	X						While participating in LVIS consortium
127	President's Office	Board of Trustee meeting minutes, backup materials and official correspondence						X	
128	President's Office	Commencement records						X	
129	President's Office	General information files				X			
130	President's Office	Institutional memberships			X				
131	President's Office	Accreditation documents						X	
132	President's Office	President's Advisory Council records			X				
133	President's Office	Strategic plan and reports						X	
134	President's Office	Documents with historical significance						X	Send to archive after 3 years
135	President's Office	General correspondence			X				
136	Provost's Office	Employee file: Application and pre-employment materials, CV and transcripts, appointment letter, credentials and qualifications verifications; action forms, performance reviews, disciplinary actions, resignation letter, retirement or separation agreement, conflict of interest statement, intellectual property agreements					X		
137	Provost's Office	Faculty Meeting Agendas and Minutes						X	
138	Provost's Office	FPC Meeting Minutes						X	
139	Provost's Office	Academic Integrity code violations with sanctions						X	
140	Provost's Office	Student disciplinary record, notice of sanction				X			
141	Provost's Office	Grievance/complaint by student			X				
142	Registrar	Academic advising records		X					
143	Registrar	Academic standing: good standing, warning, suspension				X			
144	Registrar	Academic standing: dismissal						X	
145	Registrar	Academic records, transcripts						X	
146	Registrar	Class schedules/student		X					
147	Registrar	Major or minor election, change, 2nd major				X			
148	Registrar	Petitions (exceptions to academic rules)				X			
149	Registrar	Student correspondence related to academic record		X					
150	Security	Incident reports, parking tickets/appeals, vehicle registrations			X				
151	Security	Security log					X		
152	Student Affairs	Student conduct policies and procedures	X						Maintain superceded policies for 4 years.
153	Student Affairs	Student disciplinary files (incident reports, charge letters, decision letters, sanctions, etc.)					X		
154	Student Affairs	Banned individuals list (no trespass)						X	

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155	Student Affairs	Crime statistics (Clery Act) and related incident reports							X	
156	Student Affairs	Student Congress policies & procedures	X							Maintain superceded policies for 4 years.
157	Student Affairs	Almanian							X	Archived in library
158	Student Affairs	The Scot							X	Archived in library
159	Student Affairs	Housing rosters, contracts & applications						X		
160	Student Affairs	Roomate profiles/questionnaires	X							
161	Student Affairs	Emergency contact information for students	X							
162	Student Affairs	Adminstrator of Duty call logs					X			
163	Student Affairs	Alternative break off-campus student agreement and expectation forms		X						
164	Student Affairs	RLI - Community Partner Agreements		X					X	
165	Wilcox Medical Center	Medical records as defined in agreement with Mid-Michigan Medical Center						X		
166	Wilcox Medical Center	Electronic Medical Records (EPIC software)							X	
167	Wilcox Medical Center	Clinical Laboratory Improvement Amendment (CLIA) logs				X				
168	Wilcox Medical Center	Licenses, Permits, Contracts							X	
169	Wilcox Medical Center	Charges to Patients and Appointment Schedules					X			
170	Wilcox Medical Center	Communicable Disease Report to state and local health departments				X				
171										