

Montgomery County Community College Records Retention Schedule

1. Institutional Documents		
1.1	Board Committees a. Bylaws b. Meeting Notices c. Agendas d. Minutes e. Membership Lists	Permanent
1.2	Documents concerning members of the Board of Trustees a. Curriculum Vitae and newspaper articles b. Conflict of Interest Forms	Permanent 5 years after resignation of Board Member
1.3	Charter and Amendments to Charter and Related Correspondence	Permanent
1.4	Institutional Policies and Manuals	Permanent
1.5	Mission Statement/Strategic Plans	Permanent
1.6	News Releases	Permanent
1.7	Organization Charts	Permanent
2. Financial Records		
2.1	Tax returns	Permanent
2.2	Conflict of Interest Form	Permanent
2.3	IRS Determination Letter	Permanent
2.4	Budgets	50 years
2.5	Financial Statements (Audited)	Permanent
2.6	IRS Rulings	10 years after receipt of ruling
2.7	Letters of Credit	7 years
2.8	Accounts payable and receivable a. Accounts payable and receivable records b. Books of Account c. Financial statements; annual reports to government agencies d. Records of property subject to gain or loss treatment e. Records supporting items of income, deductions and credits	7 years 7 years Permanent 7 years after taxable disposition 7 years
3. Foundation Documents		
3.1	Annual Donor Reports	Permanent
3.2	Annual Finance Reports	Permanent
3.3	Annual Giving Reports	Permanent
3.4	Donor Gift Deposit Records	7 years
3.5	Donor Gift File	Permanent

4. Legal Documents	
4.1 Contracts and Related Correspondence	6 years after expiration or termination of the contract
4.2 Settlement agreements	Permanent
4.3 Complaints and Answers	Permanent
5. Intellectual Property Documents	
5.1 Copyrights (General)	3 years after expiration
5.2 Patents (Applications, Assignments, License Agreements)	6 years after expiration
6. Purchasing	
6.1 Purchase Orders	6 years from date of issue
6.2 Invoices	6 years from date of payment
6.3 Bid file and related correspondence	6 Years from Bid opening
7. Real Estate	
7.1 Options to Purchase Real Estate	6 years after expiration of option
7.2 Property Records (Deeds, Leases, and Title Reports)	Six years after College's interest has terminated or is transferred
8. Construction Documents	
8.1 Building plans, blueprints and design plans	Permanent
8.2 Contracts and agreements	6 years after completion of construction project
8.3 Licenses and Permits	Permanent
8.4 Management Engineering Studies and Reports	Permanent
8.5 Maps	Permanent
9. Risk Management/Insurance Records	
9.1 Insurance Policies	6 years after expiration
9.2 Incident Reports	5 years Involving Minors: latter of 5 years or 19th birthday
9.3 Litigation	2 years after settlement or disposition of litigation
10. Medical Records	
10.1 Dental Hygiene Clinic Client Charts (dental records)	7 years from last entry Minors – latter of 7 years or 19th birthday Permanent
10.2 Health Career:Health Records (initial and update forms)	Permanent
11. Student Services	
11.2 Advisor/Program Change form	5 years
11.3 College Transcripts from other institutions	5 years

11.4	Final Grade Roster	Permanent
11.5	Grade Change And Challenge Files	Permanent
11.6	Graduation Application	2 years
11.7	Graduation Certification (CAAP)	2 years
11.8	Graduation Waiver and Substitution Forms	Permanent
11.9	Transcript Request Form	6 months
11.10	Drop/Add/Withdrawal Form	5 years
11.11	Dual Admissions Intent Form	5 years
11.12	Dual Admissions Temple Applications	2 years
11.13	Disciplinary Records	5 years
11.14	Suspension/Reinstatement letters	5 years
11.15	High School Transcript	5 years after student has not attended
11.16	Admissions Applications	5 years after student has not attended
11.17	Web Application Signature Page	5 years after student has not attended
11.18	Recruit Prospect Cards	None
11.19	Records on International Students (F-1 & M-1 Visas)	Permanent
11.20	Affidavit of Support	Permanent
11.21	F-1 Requirements Sheet	Permanent
11.22	International Admissions Files	Permanent
11.23	Early Admissions File: Admitted/Attending Student	5years
11.24	GED Score Report/Diploma	5 years after student has not attended
11.25	INS Form I-20	Permanent
11.26	TOEFL Score Report	Permanent
11.27	SAT Score Report	5 years after student has not attended

14. Employee Records	
14.1 Pre-Employment Records a. Applications/resumes/interview notes: Not hired b. Applications/resumes/interview notes: Hired c. Background checks, driving records, employment verification, letters of reference: Not Hired d. Background checks, driving records, employment verification, letters of reference: Hired	3 years 5 years after date of termination 3 years 5 years after date of termination
14.2 Employee Records a. I-9 Forms b. Compensation, job history, and timekeeping records. c. FMLA/USERRA and related leave records d. Performance appraisal/disciplinary action records e. Benefits Records f. Disputed Issues: DOL, EEOC, arbitration, court action g. OSHA and Employee Safety Records h. Workers Compensation Claims	The later of 5 years from date of hire or 1 year from date of termination 7 years after termination 7 years after termination 4 years after termination 8 years after termination 5 years after resolution of dispute 7 years after termination 5 years after date of illness or injury; 30 years, if exposed to toxic substances or blood-borne pathogens
14.3 Compliance Reports/Records a. Pennsylvania New Hire Report b. EEO-1/VETS-100 c. Annual Affirmative Action Plan d. OSHA 300/300A e. 5500 Report f. Federal/State tax report	3 years after report is filed 5 years after report is filed 5 years after close of plan year 7 years after posting 7 years after posting 7 years after report is filed
14.4 Faculty Records a. Student classroom evaluations b. All other records including, grade books, tests, etc	7 years 1 year after termination
15. Grants	
15.1 Pell Grant Program	5 years
15.2 Direct Grants a. Records relating to all grant applications b. All financial and programmatic records, supporting documents, statistical records, and other records of recipients "reasonably pertinent" to the grant.	10 years 10 years
15.3 Grants to the Foundation	10 years
16. Public Safety Records	
16.1 Uniform Crime Reports (Pennsylvania & Federal)	6 years
16.2 Complaint dispatch report	Current & Previous Year
16.3 Incident Reports	6 years
16.4 Administrative Files	Current & Previous year
16.5 Key & Keycard Distribution	Inactive: Retain 1 year and dispose
16.5 Parking Sticker Applications	2 years beyond sticker expiration
16.6 Vehicle Citations	4 years
16.7 Records of Ticket Appeal Committe	4 years

<i>17. Non-Discrimination in Education Records and Reports</i>	
17.1 Records relating to alleged violations of Title IX of the Education Amendments of 1972 to the Civil Rights Act of 1964	3 years
17.2 Records of any modifications made to the policies and practices of the College and any remedial action taken pursuant to Title IX.	3 years
17.3 Any records relating to alleged violations of Title VI of the Civil Rights Act of 1964.	3 years
17.4 General Compliance Records	3 years
17.5 Any records relating to alleged violations of the Rehabilitation Act of 1973	3 years
17.6 Records on the medical condition or history of any applicant or employee in compliance with the Americans with Disabilities Act (ADA).	3 years
<i>18. Academic Records</i>	
18.1 Act 335 Forms	Permanent
18.2 Health Career Program Records	In compliance with specialized accreditation standards for individual career fields
<i>19. Digital Records</i>	
19.1 E-mail	Subject to regular document retention policies; migrate to new software and storage media as upgrades occur.