

# Document Retention Policy

## 1. Policy Statement

The School recognises that records contain information that are an invaluable resource and important operational asset and that a systematic approach to management of College's records is essential to protect and preserve them as evidence of its action. To that end, the School is committed to effective retention of records to ensure that it:

- meets legal standards
- optimises the use of space
- minimises the cost of record retention
- preserves the history of the College
- destroys outdated and useless records

## 2. Statement of Principles

The School will

- Comply not only with information related legislations but also with any other legislations or regulations including audit, affecting the School.
- Ensure that any decision to retain records containing personal information on individuals take account of the prevailing Sri Lanka acts on data protection including the possible need for disclosure in response to a request for data subject to access under the act.
- Ensure that all decisions to retain or destroy records are formally authorised by an appropriate manager or the data owner, who will commit the School to potential consequences of those decisions
- Implement procedures for regular checking of review dates and accuracy and relevance of records
- Ensure that records whose retention periods have expired would be destroyed promptly. Records of a sensitive nature relating to staff records, student records or other records that contain personal, evaluative, or confidential information, would

either be shredded or disposed of as confidential waste in accordance with prevailing data protection act of Sri Lanka. Other records may be recycled or destroyed according to the standard procedures.

- Ensure that all updates added to the record retention schedule after the date of approval of this policy are evaluated and if appropriate, added to the College' records retention schedule attached as Appendix 2 to this document.

### **3. Scope**

This policy applies to all records created, received or maintained by School staff in the course of carrying out their corporate, administrative or curriculum functions. Records are identified as those documents which facilitate the all the activities carried by the School and which are thereafter retained, to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically.

All records covered by the Data Protection Act of Sri Lanka fall within the scope of this policy, although the Act is not prescriptive about methods of retention. The Act covers personal information held as computer records, manual files, discs, CDs, email, video tapes and paper records.

### **4. Organisational responsibilities**

The School has corporate responsibility to maintain its records and record keeping systems in accordance with statutory regulations. The Senior Leadership Team member with overall responsibility for this policy is the Chairman. The Manager of IT and Facilities is responsible for drawing up guidance for good record retention and promoting compliance with the policy in such a way as to ensure the easy, appropriate and timely disposition of records that are out of date.

All managers have responsibility for the management of records generated by their team's activities, namely to ensure that the records created, received and controlled within their teams and the systems (electronic or otherwise) and procedures they use, are managed in a way which complies with this Policy.

Members of staff with designated responsibilities for processing of information that either alone or when put with other data creates a record are accountable to their manager to ensure that electronic systems and functions and transactions performed by them comply with this policy.

**Record Categories – Accounting and Finance**

**Keeper of Record - Accountant/Finance Department**

<b>Record Series</b>	<b>Record Series Description</b>	<b>Minimum retention period</b>	<b>Disposal Method</b>
Accounts Payable Documentation	Records regarding payment or receipt of financial obligations	4 years	Destroy
Accounts Receivable Documentation	Records regarding amounts due from others on open accounts as a result of providing goods or services.	4 years	Destroy
Audit Report - External	Final report of state or independent auditor.	4 years	Archival Review
Bad Debt Documentation	Overdue accounts, such as library fines, parking tickets, loans, payment for services rendered and amounts owed to the university including promissory notes, NSF notifications, student accounts, overdue receivables, etc.	4 years	Destroy - Secure
Banking Documentation	Records that include record of deposits in banking institutions, bank statements, and bank reconciliations (explanation of differences between bank statement balance and actual balance).	4 years	Destroy - Secure
Bids - Accepted	Bids for quotation	Active + 6 years	Destroy
Bids - Rejected	Bids for quotation	3 years	Destroy
Bond Registers	Listing of bonds sold, usually for building projects, showing purchaser, date redeemed, interest due, etc.	Active + 4 years	Destroy - Secure
Budget Reports	Final, approved, yearly budget for institution, usually in printed form, as well as planning documents, which include budget requests, including program plans for coming year, usually by division.	Active + 1 year	Archival Review
Cash Accounting Documentation	Includes petty cash records, cash books, cash disbursement journal, cash journal and cash register tape records	4 years	Destroy - Secure
Chart of Accounts	An institutional list of the accounts and their identification coding.	4years	Destroy

Check Register	Documentation for all cash disbursements paid by check	4 years	Destroy - Secure
Checks - Cancelled		4 years	Destroy - Secure
Cost Accounting Documentation	Records analyzing the cost of producing certain items or performing certain tasks	4 years	Destroy - Secure
Delivery and Shipping Documentation	Documents sent with purchased goods indicating item(s) shipped/delivery.	3 years	Destroy
Endowment Fund Reports - Annual	Annual report of funds received and expended by endowment accounts. May be in form of report to donors.	Active + 6 years	Archival Review
Endowment Fund Reports - Periodic	Periodic report of funds received and expended by endowment accounts.	Active + 6 years	Destroy
Financial Reports - Annual	Consolidated year-end report of financial situation showing assets and liabilities. Usually broken down by major funding areas, such as academic and student services areas. May include audit report.	4 years	Archival Review
Financial Reports - Interim	A report (balance sheet) of institutional assets, liabilities, expenditures, income and equities. A periodic report, not the year-end report.	4 years	Destroy
Fixed Assets and Capital Property	Inventory and other information maintained on capitalized assets (structures, site improvements, machinery and equipment, information systems, furniture and fixtures, and vehicles).	Active + 6 years	Destroy
General Ledgers	Book containing a summary or detail of all transactions affecting the accounts of an institution.	6 years	Transfer to Archives
Journals and Journal Entries	Records used to transfer charges between accounts and for summarizing account information which financial transactions are first recorded before being posted as a debt or credit to an account in a ledger. A chronological documentation of transactions.	4 years	Destroy
Payroll - Annuity Statements	Statement of payroll deduction for employees' annuity plans	4 years	Destroy - Secure
Payroll - Change Reports - Classified Staff	Bi-weekly listings of payroll adjustments processed concerning full-time, part-time and student employee status, i.e., new employee, promotion, reclassification, leave of absence, lateral transfers, and removals. Report arranged by pay period.	4 years	Destroy
Payroll - Checks	Checks to paid employees for services they perform.	4 years	Destroy - Secure

Purchase Orders (POs)	Record issued by university to a vendor authorizing purchase of goods or services, that indicates types, quantities, and agreed upon prices.	Active + 6 years	Destroy - Secure
Receipts		4 years	Destroy - Secure
Registers		4 years	Destroy
Requisitions	Forms used to request goods and/or services.	4 years	Destroy - Secure
Royalty Payments		4 years	Destroy
Student Accounting Records	Documentation on individual student paid and unpaid accounts, records of canceled registrations, including amount owed and reason, account activity record, insurance records, and tuition remission records. Also includes financial aid accounting documentation, such as award disbursement records, canceled checks, check stubs, and check journals showing payments for financial aid made to students and accounting billing letters.	4 years	Destroy - Secure
Time Keeping Documentation	Includes documentation (such as timesheets or time input forms) of staff, work-study students, and non-work-study students.	5 years	Destroy
Travel Expenses and Reimbursements	Record of expenses incurred on official travel and forms to receive reimbursement.	4 years	Destroy - Secure
Unemployment Insurance Payments		4 years	Destroy - Secure
Workers Compensation Payments		4 years	Destroy - Secure

#### Record Categories – Administration

Keeper of Record	Record Series	Record Series Description	Minimum retention period	Disposal Method
College-specific	Accreditation Documentation	Accreditation reports, working papers, and site visit records for accrediting bodies. May include documents and correspondence submitted to and received from accrediting agency.	4 years	Transfer to Archives
Accounting and Budget	Audit Report - Internal	Final report of internal auditor.	4 years	Destroy - Secure

Bookstore	Bookstore Management Documentation	Including buy-back records, cash drawer sign-out sheets, cashier balancing forms, charge forms, mark-up/markdown sheets, merchandise return records, and special orders.	4 years	Destroy - Secure
Human Resources	Employee Handbooks	Employee handbooks that contains all applicable policies and procedures regarding employment at the University.	Until Superseded	Transfer to Archives
All Departments	Files and Correspondence - General	Files of correspondence, reports, memoranda, etc., documenting activities of administrative offices not required to be maintained elsewhere on the Schedule.	1 year	Destroy
President's Office	Files and Correspondence - Upper Administrative	Files of correspondence, reports, memoranda, etc., documenting activities of the President's Office, deans, directors, chairs and upper-level administrators not required to be maintained elsewhere on the Schedule.	3 years	Archival Review
All Departments	Input Documents	Copies of records or forms designed and used solely for data input and control	Until Superseded	Destroy
Institutional Research	Institutional Review Documentation	Records relating to division, college, departmental or office reviews as outlined by the University's faculty bylaws.	Until Superseded	Archival Review
Accounting and Budget	Motor Vehicle Records	Includes title, insurance, and maintenance documentation.	Active + 6 years	Destroy
Human Resources	Organizational Charts	Visualizations depicting organizational reporting lines across divisions, colleges, departments and offices.	Active + 10 years	Transfer to Archives
General Counsel	Policies	Policies of the University that provide direction for its operations, research or academic programs, enhance the university's mission and operational efficiency, mandate action or constraints, and are to be consistent with relevant statutes, regulations, bylaws, or rules.	Until Superseded	Transfer to Archives
Marketing and Communications	Publications	Includes newsletters, newspaper clippings, news releases, brochures, publicity photographs, etc.	Indefinite	Archival Review
Compliance and Risk Management	Records Destruction	Records documenting the destruction of university records in accordance with the GC MED Record Retention Schedule (Certificate of Records Destruction)	10 years	Destroy

Marketing and Communications	Recruitment Materials and Advertising	General advertising as well as videos, publications, posters, viewbooks, advertisements, etc. used to recruit students to attend the institution.	5 years	Archival Review
Marketing and Communications	Social Media	Social media channels associated with the university, its colleges, divisions, programs, departments, etc.	Indefinite	Archival Review
President's Office	Strategic Plans	Documentation that establishes the long-term direction of an organization, including strategic goals and objectives.	Until Superseded	Transfer to Archives
Student Services and Academic Affairs	Student Handbooks	Student handbooks that contains all applicable policies and procedures for a given academic year.	Until Superseded	Transfer to Archives
Institutional Research	Surveys	Final reports of surveys conducted at the University or divisional level	3 years	Archival Review
Information Technology	Telephone Records	Periodic reports of long distance and local phone charges	4 years	Destroy - Secure
Human Resources	Training Documentation - Courses	Memoranda, flyers, catalogues, registration forms, rosters, and other records relating to training courses run by a data processing user support or office automation support unit.	1 year	Destroy
Division-specific	Corporate Management Files	Files of minutes of boards, committees, and other governance groups documenting official actions of governing bodies.	3 years	Archival Review

#### Record Category - Education and Student

Keeper of Record	Record Series	Record Series Description	Minimum retention period	Disposal Method
Academic Affairs and Student Services	Academic Grievances	Files documenting grievances of students against faculty members.	Active + 6 years	Archival Review
Admissions	Admission Files - Applicants Who Do Matriculate	Includes forms requesting admission or readmission to the institution	Active + 1 year	Destroy - Secure
Admissions	Admission Files - Applicants Who	Includes forms requesting admission or readmission to the institution	1 year	Destroy - Secure

	Do Not Matriculate			
Academic Affairs and Student Services	Commencement Programs		Indefinite	Transfer to Archives
Registrar's Office	Course Administrative Files and Rosters	Registration and enrollment forms; audit authorizations (approval forms to audit a class/course); withdrawal authorizations; and official course/class rosters (lists of students enrolled for individual courses/classes).	Active + 3 years	Destroy - Secure
Registrar's Office	Course Catalogs	Official course catalogs/bulletins of the institution.	Indefinite	Archival Review
Registrar's Office	Course Change Requests (Add/Drop)	Records regarding course/class change requests, including pass/fail and add/drop requests.	Active + 1 year	Destroy
Registrar's Office	Course Credit/No Credit Approvals		Active + 3 years	Archival Review
Registrar's Office	Course Schedule (Institutional)	Schedule of courses/classes offered each term by the institution.	Indefinite	Transfer to Archives
Registrar's Office	Course Schedules	Lists of classes/courses student took a given term	Active + 1 year	Destroy - Secure
College-specific	Credit by Examination Form	Documentation of course credit earned through "Credit by Examination" program	Indefinite	Destroy - Secure
College-specific	Curriculum Development Files	Files documenting approval of new programs and degrees.	Indefinite	Archival Review
Registrar's Office	Grade Change Forms	Forms recording appeals and/or changes of grade.	Indefinite	Destroy - Secure
All Departments	Grade Reports - Faculty Grade Report (Grade or narrative)	Includes faculty grade reports (grade or narrative) as submitted by faculty to the Registrar's office.	Indefinite	Destroy - Secure
Registrar's Office	Grade Reports - Registrar's Copies	Copy of grade report as sent to student. Grade or narrative.	Active + 1 year	Destroy - Secure
College-specific	Grade Statistics	Statistics on grades	Indefinite	Archival Review



Registrar's Office	Graduation Records - Authorizations	Includes applications for graduation and graduation authorizations (documentation certifying completion of degree requirements).	Active + 1 year	Destroy - Secure
All Departments	Graduation Records - Lists	Lists of students approved for graduation, sent from colleges or departments to the Registrar's Office. Record Copy of final (official) transcripts held by Registrar's Office.	Indefinite	Destroy - Secure
Admissions	Personalized Recruitment Materials - Student-Specific	Student-specific letters related to encouraging potential student to attend the institution.	Active + 3 years	Destroy - Secure
Advancement	Placement Files	Files maintained on alumni for purposes of career placement. Includes credentials, letters of recommendations, etc. Students pay to have credentials maintained.	Active + 1 year	Destroy - Secure
All Departments	Program Requirement Modification Documentation	Change of major forms; degree requirement waiver or substitution authorization.	Active + 1 year	Destroy - Secure
Institutional Research	Statistics and Institutional Research Data	Statistics and research data on enrollment, degrees, race, and ethnicity.	Indefinite	Archival Review
Academic Affairs and Student Services	Student Disciplinary and Conduct Records	Files maintained on graduated students who have been accused of disciplinary or conduct violations.	Active + 6 years	Destroy - Secure
Academic Affairs and Student Services	Student Disciplinary and Conduct Records	Files maintained on students who have been accused of disciplinary or conduct violations that have separated from the University.	Indefinite	Destroy - Secure
Registrar's Office	Student Records - Academic Record	Permanent student record of academic work pursued, including degree, degree type, grades, course evaluations, competency assessments, etc.	Indefinite	Destroy - Secure
Registrar's Office	Student Records - Academic Record -	Files include students enrolled in special interest courses and	Active + 3 years	Destroy - Secure

	Continuing Education	students enrolled in professional certification programs.		
All Departments	Student Records - Academic Record - Departmental Office Files	Files maintained in individual schooland department offices on students currently or previously enrolled in that schoolor department. Includes transcripts, letters of recommendation, etc.	Active + 1 year	Destroy - Secure
Registrar's Office	Student Records - Academic Record - Veterans Administrative and Correspondence		Active + 3 years	Destroy - Secure
Registrar's Office	Transcript Requests	Requests for student transcripts made by current and former students and those other than students.	Active + 3 years	Destroy - Secure
Financial Aid	Tuition and Fee Schedule	Listing of fee charges for each term	Indefinite	Archival Review
Academic Affairs and Student Services	Student Credentialing Records		Active + 6 years	Destroy - Secure

#### Record Categories – Human Resources

Keeper of Record	Record Series	Record Series Description	Minimum Retention Period	Disposal Method
Human Resources	Affirmative Action Documentation - Plan Files	Procedures and regulations to be followed, work force analysis, goals, timetables, statistics.	6 years	Archival Review

Human Resources	Affirmative Action Documentation - Position Applicant Files and EE-06 Report (EEOC)	Records of affirmative action procedures followed for university or school position openings. Files include position request and authorization forms, job descriptions, appointment activity record, proof of citizenship, chronological data on search and correspondence. Files divided into faculty, contract and classified staff headings.	6 years	Archival Review
Human Resources	Classified Staff Reports	Monthly and annual reports listing information on classified employees such as promotions, training, classifications, new hires, pay range/step, suspensions, terminations, etc.	1 year	Destroy - Secure
Human Resources	Complaint Files	Record of staff or student grievances based on equal opportunity and affirmative action regulations. Files arranged alphabetically.	Active + 6 years	Destroy
Human Resources	Department Assistance File - Classified Staff	Correspondence documenting Human Resources services to university or school departments regarding classified staff positions.	1 year	Destroy
Human Resources	Employment Files - Classified Staff	Documentation may include applicant card files (reference card file that lists name, address, telephone number, date of application, classification of individuals who have applied for classified positions); application files (includes application form, resume, test results, referral and interview data); canceled position files (application forms, correspondence sent and received concerning positions that have been canceled); certification files (records of employees who have attained	3 years	Destroy

		certification in their classification.		
Human Resources	Employment Files - Faculty	Documentation may include Search Committee files (records of individuals who applied or interviewed for positions for which a committee was formed. Files contain position authorization forms, job descriptions, search committee minutes, applicant credentials, correspondence, authorization to hire forms); application files for non-hires (records of application, correspondence, resumes, etc. from applicants not hired for positions) and declinations files (contracts, recommendations and letters of people who have declined positions).	3 years	Destroy
Human Resources	Employment Files - Staff	Records include applicant, recruitment and search files. This can include resumes on file, position authorization forms, job descriptions, minutes, applicants' credentials, search chronologies, authorization to hire forms and correspondence.	3 years	Destroy
Human Resources	Employment Files - Student Summer Contracts	Flyers for on- and off-campus employment opportunities.	Active	Destroy

Human Resources	Employment Forms - Foreign Labor Certification	Records of employee requests made to the Department of Labor and Immigration and Naturalization for work certification. In addition to certification, the files include transcripts, letters of reference, resume and other pertinent documentation. Files arranged alphabetically.	6 years	Destroy - Secure
Accounting and Budget	Employment Forms - Tax	Federal form used to report salaries, wages, and tips of temporary employees.	6 years	Destroy - Secure
Human Resources	Leave Records - Faculty	Vacation and sick leave earned and used.	Active + 6 years	Destroy
Human Resources	Leave Records - Staff and Classified Staff	Forms used to document sick leave and vacation leave. Includes hiring date, longevity date, amount of sick leave and vacation leave accrued.	5 years	Destroy
Human Resources	Payroll Deduction Authorizations	All forms used to authorize deductions	Active + 6 years	Destroy
Human Resources	Performance Evaluations - Faculty Promotion and Tenure Files	Recommendations, evaluations, materials submitted for promotion or tenure. Tenure and promotion recommendations (approval or denial) and pertinent correspondence maintained in Personnel File.	5 years	Transfer to Archives
Office of the Vice President for Academic Affairs	Performance Evaluations - Faculty Promotion and Tenure Policy	Copy of departmental guidelines, policies, procedures, notices of guidelines, administrative memos, lists of eligible faculty.	10 years	Archival Review
Office of the Vice President for Academic Affairs	Performance Evaluations - Faculty Teaching Evaluations	Student evaluations of teacher's performance. Used for Reappointment, Promotion, and Tenure.	5 years	Archival Review

Human Resources	Performance Evaluations and Reclassification Files - Staff and Classified Staff	Records containing annual printouts, logbooks, and University performance evaluations as well as records of university employee reclassification with accompanying job audit reviews, audit appeals, position description questionnaires, correspondence and final decision documentation.	5 years	Destroy - Secure
Human Resources	Personnel Files - Staff	Employment record maintained for full-time and part-time university or school contract employees. Files can contain position descriptions, applications, letters of appointment or change, personnel data, notice of salary rate, copies of birth certificate, annual contracts, performance evaluations, PERS forms, previous state service forms, Social Security card, reclassification notices, letters of commendation or reprimand, publications, evidence of continuing education, transfers, leave of absence requests, payroll forms, vacation and sick leave reports, resignations, termination notices.	Active + 6 years	Archival Review

Human Resources	Personnel Files - Classified Staff	Employment record maintained for full-time and part-time classified employees. Files may contain applications, copies of driver's license, Social Security card, birth certificate, payroll, leave or absence requests, letters of commendation and reprimand, transfer requests, leave forms, evaluations, reclassifications, certifications, promotions, step increases, longevity, PERS forms, employee's inspection of personnel file form, personnel card, etc. Also includes classified staff card file coordinated to classified personnel files (includes name, Social Security Number, status, classification, department, anniversary date, pay, resignation, date, sick leave, performance, etc.)	Active + 6 years	Archival Review
Human Resources	Personnel Files - Classified Staff Summer Employment	Record of employees with alternate summer job responsibilities usually in dining halls, union, health center, residence halls and custodial.	5 years	Destroy - Secure
Human Resources	Personnel Files - Faculty	Original faculty contracts and addenda, promotion and tenure documentation, original transcripts, hiring documentation, resumes, letters of recommendation, correspondence, teaching schedules, tax forms, sabbatical information, evaluation forms, STRS forms, promotion and tenure decisions. Includes part-time and adjunct faculty files.	Active + 6 years	Archival Review
Human Resources	Personnel Files - Student Employees	Active and inactive files. Student authorization forms, State and federal withholdings, PERS, step increases, termination notices, reclassification forms, exemptions.	Active + 6 years	Archival Review

Human Resources	Personnel Files - Student Summary	Stipend list, updated social security number reports, 1040 hours report, termination reports, summer rehires, schoolwork-study awards, changes chart of accounts, step increases, department summaries, SchoolWork Study earnings report, time cards by sequence number.	1 year	Destroy
Human Resources	Position Descriptions	General job descriptions	3 years	Destroy
Human Resources	Position Descriptions - Faculty, Classified Staff, Student Job Cards	Description of current faculty positions and master file of classified job descriptions. Also, student job descriptions for campus and off-campus positions which have been filled or are no longer offered. Retained for pay-range classification purposes.	Active	Destroy
Human Resources	Position Vacancy Announcement - Classified Staff	Job descriptions for each university or school position posted.	3 years	Destroy
Human Resources	Public Employees Retirement System (PERS) Files - Classified Staff and Staff	Includes copies of retirement applications documenting pertinent personal, spouse, and beneficiary data. Working papers and correspondence are included.	Active + 6 years	Destroy - Secure
Human Resources	Public Employees Retirement System (PERS) Logs - Classified Staff and Staff	Record of university or school classified staff and staff and their date of retirement and address.	Active + 6 years	Destroy - Secure



Human Resources	Search Committee Documentation	Records of individuals who applied or interviewed for positions for which a Search Committee was formed. Files contain Search Committee minutes; position authorization forms; lists of candidates, final report, or any other documentation submitted or used by the search committee in support of a candidate.	3 years	Destroy - Secure
Human Resources	Separation Documentation	Records that contain printouts, rosters, and correspondence documenting university layoffs. Pertinent employee data, date of hire, classification, department, and retention points (performance) are included.	5 years	Destroy
Human Resources	State Classification File	Lists of classification by pay range as directed by the State Department of Administrative Services (DAS) for classified staff.	Until Superseded	Destroy
Human Resources	Suspension Documentation	Record of suspended university employees including name, classification, department, reason for suspension and duration of suspension, pertinent supporting documentation.	5 years	Destroy

**Record Category - Information Technology**

Keeper of Record	Record Series	Record Series Description	Minimum Retention Period	Disposal Method
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Information Technology	<b>Backup and Audit Trail Files</b>	Copies of master files or databases, application software, logs, directories, and other records needed to restore a system in case of a disaster or inadvertent destruction. These are files that are maintained solely for business continuity and disaster recovery purposes and should not be maintained as a historical archive of the information resources. Also includes Data generated during the creation of a master file or database used to validate a master file or database during a processing cycle.	3 cycles	Destroy
Information Technology	<b>Computer Run Scheduling Records</b>	Records used to schedule computer runs including daily schedules, run reports, run requests, and other records documenting the successful completion of a run.	Until Superseded	Destroy
Information Technology	<b>Computer Usage - Chargeback Billing Records</b>	Reports and other records from campus computer centers detailing charges for computer services. Includes monthly billing reports, copies of vouchers and bills.	4 years	Destroy - Secure
Information Technology	<b>Computer Usage Files</b>	Electronic files or automated logs created to monitor computer system usage including but not limited to login files, system usage files, data entry logs, and records of individual computer program usage.	3 cycles	Destroy
Information Technology	<b>Computer Usage Files - Summary</b>	Summary reports created to document computer usage.	Until Superseded	Destroy

Information Technology	<b>Data Documentation &amp; Data Dictionary Records</b>	Records generally created during development or modification and necessary to access, retrieve, manipulate and interpret data in an automated system including data element dictionary, file layout, code book or table, and other records that explain the meaning, purpose, structure, logical relationships and origin of the data elements, user guides, system or sub-system definition, system flowcharts, program descriptions and documentation, job control or work flow records, system specifications, and input and output specifications.	Active + 3 years	Archival Review
Information Technology	<b>Disaster Preparedness and Recovery Plans</b>	Records related to the protection and re-establishment of data processing services, equipment and data (backup files) in case of a disaster.	Active + 3 years	Destroy - Secure
Information Technology	<b>Hardware &amp; Software Conversion Plans</b>	Records relating to the replacement of equipment or computer operating systems.	Active + 3 years	Destroy
Information Technology	<b>Hardware Documentation</b>	Records documenting the use, operation, and maintenance of the college's data processing equipment including operating manuals, hardware/operating system requirements, hardware configurations, and equipment control systems.	Active + 3 years	Destroy
Information Technology	<b>Help Desk Logs and Reports</b>	Records used to document requests for technical assistance and responses to these requests as well as to collect information on the use of computer equipment for program delivery, security, or other purposes.	Until Superseded	Destroy

Information Technology	<b>Information Resources Management and Data Processing Services Plans</b>	schoolIT plans, data processing service plans, strategic plans, and related records used to plan for information systems development, technology acquisitions, data processing services provision, or related areas.	Active + 3 years	Archival Review
Information Technology	<b>Maintenance Contract Files</b>	Records documenting vendor support services provided to specific Data-processing Computing Devices and/or Systems, including site visit reports, program and equipment service reports, service histories, and correspondence and memoranda.	Active + 6 years	Destroy
Information Technology	<b>Network Usage Reports</b>	Summary reports and other records created to document computer usage for reporting or other purposes.	Active + 3 years	Destroy
Information Technology	<b>Operating Procedures</b>	Records of procedures for data entry, the operation of computer equipment, production control, tape library, system backup, and other aspects of a data processing operation.	Active + 3 years	Archival Review
Information Technology	<b>Procurement - Goods</b>	Records used in the procurement of computing devices, systems, network components and other hardware/software.	Active + 6 years	Destroy
Information Technology	<b>Procurement - Services</b>	Records created to initiate the purchasing process, authorize and provide funds for, or satisfy claims and expedite payments for external service providers.	4 years	Destroy - Secure
Information Technology	<b>Software Documentation</b>	Copy of program code, program flowcharts, program maintenance log, system change notices, original design documents, specifications requirements, acceptance tests, and other records that document computer programs and the modifications made to computer programs.	Archival Review	Destroy
Information Technology	<b>Tape Library Control Records</b>	Records used to control disposition of magnetic media in a tape library.	Until Superseded	Destroy

Information Technology	<b>Test Databases and Files</b>	Routine or benchmark data sets, related documentation, and test results constructed or used to test or develop a system.	Active + 3 years	Destroy - Secure
Information Technology	<b>Users Access Records</b>	Electronic or textual records created to control or monitor individual access to a system and its data created for security purposes, including but not limited to user account records, security logs, and password files.	Active + 3 years	Destroy - Secure

**Record Category - Legal**

<b>Keeper of Record</b>	<b>Record Series</b>	<b>Record Series Description</b>	<b>Minimum Retention Period</b>	<b>Disposal Method</b>
Legal Department	<b>Claims and Litigation Files</b>		Active + 6 years	Archival Review
Legal Department	<b>Contracts and Agreements</b>	Contracts and agreements, and memorandums of understanding (MOUs) between parties and GCMED.	Active + 6 years	Archival Review
Legal Department	<b>Intellectual Property Rights Documentation</b>	Patents, trademarks and copyright records	Active + 6 years	Transfer to Archives
Legal Department	<b>Public Records Requests</b>		3 years	Destroy
Legal Department	<b>Real Estate</b>	Copies of deeds, leases, purchase agreements, appraisals, etc. documenting purchase of land by institution. Original deed maintained by Auditor of State.	Active + 5 years	Transfer to Archives