

## Montgomery County Community College Records Retention Schedule

<b>1. Institutional Documents</b>		
1.1 Board Committees	Permanent	
a. Bylaws		
b. Meeting Notices		
c. Agendas		
d. Minutes		
1.2 Documents concerning membership	Permanent	
<b>1.4 Institutional Policies and Manuals</b>		Permanent
<b>1.5 Mission Statement/Strategic Plans</b>		Permanent
<b>1.6 News Releases</b>		Permanent
<b>1.7 Organization Charts</b>		Permanent
<b>2. Financial Records</b>		
<b>2.1 Tax returns</b>		Permanent
<b>2.2 Conflict of Interest Form</b>		Permanent
<b>2.3 IRS Determination Letter</b>		Permanent
<b>2.4 Budgets</b>		50 years
<b>2.5 Financial Statements (Audited)</b>		Permanent
<b>2.6 IRS Rulings</b>		10 years after receipt of ruling
<b>2.7 Letters of Credit</b>		7 years
<b>2.8 Accounts payable and receivable</b>		
a. Accounts payable and receivable records	7 years	<b>3.3 Annual Giving Reports</b>
b. Books of Account	7 years	<b>3.4 Donor Gift Deposit Rec</b>
c. Financial statements; annual reports to government agencies	Permanent	<b>3.5 Donor Gift File</b>
d. Records of property subject to gain or loss treatment	7 years after taxable disposition	
e. Records supporting items of income, deductions and credits	7 years	
<b>3. Foundation Documents</b>		
3.1 Annual Donor Reports	Permanent	f8094

<b>4. Legal Documents</b>		
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
<b>5. Intellectual Property Documents</b>		
5.1	Copyrights (General)	3 years after expiration
5.2	Patents (Applications, Assignments, License Agreements)	6 years after expiration
<b>6. Purchasing</b>		
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
<b>7. Real Estate</b>		
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
<b>8. Construction Documents</b>		
8.1	Building plans, blueprints and design plans	Permanent
8.2	Contracts and agreements	6 years after cd2n 12 389L04 12.72 refBT10.98 0

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

11.28 CLEP/AP Exam Score Report	5 years after student has not attended
11.29 Veterans Records a. Veterans Application Document b. Proof of Eligibility c. Forms which show transfer to this College d. Veterans Benefits Request Form e. Certificate of Release or Discharge from Active Duty, DD214 f. Application for VA Education Benefits, V A22-1990 g. Application for VA Education Benefits, VA 22-5490 h. Military Orders	10 years from date of discharge 10 years from date of discharge 10 years from date of discharge 10 years from date of discharge 3 years after student has not attended 3 years after student has not attended 3 years after student has not attended 10 years
<b><i>12. Workforce Development and Continuing Edu</i></b>	
12.1 Instructor Contracts	5 years
12.2 Class Evaluations	5 years
12.3 Daily and Overall Class Attendance Records	5 years
12.4 Course Outlines	5 years
12.5 Certificates of Completion	5 years

<b>14. Employee Records</b>	
<ul style="list-style-type: none"> <li>14.1 Pre-Employment Records <ul style="list-style-type: none"> <li>a. Applications/resumes/interview notes: Not hired</li> <li>b. Applications/resumes/interview notes: Hired</li> <li>c. Background checks, driving records, employment verification, letters of reference: Not Hired</li> <li>d. Background checks, driving records, employment verification, letters of reference: Hired</li> </ul> </li> <li>14.2 Employee Records <ul style="list-style-type: none"> <li>a. I-9 Forms</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>3 years</li> <li>5 years after date of termination</li> <li>3 years</li> <li>5 years after date of termination</li> </ul>

<b><i>17. Non-Discrimination in Education Records and Reports</i></b>	
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
<b><i>18. Academic Records</i></b>	
18.1 Act 335 Forms	Permanent
18.2 Health Career Program Records	In compliance with specialized accreditation standards for individual career fields
<b><i>19. Digital Records</i></b>	
19.1 E-mail	Subject to regular document retention policies; migrate to new software and storage media as upgrades occur.