



Records Retention Procedure

1. **Purpose**

The purpose of this procedure is to ensure all necessary records and documents are adequately provided, maintained, and comply with record retention requirements of the State of West Virginia, FERPA, HEPC and other relevant authorizing agencies. In addition, this procedure will ensure that records no longer needed or of little or no value are discarded in a timely, secure manner.

2. **Administration**

The Records Retention Committee governs the retention and disposal of the official records of West Virginia Northern Community College (WVNCC) which are maintained by respective offices and departments.

The Committee consists of the following administrators:

- Director of Records/Registrar
- Dean of Enrollments Management
- Director of Human Resources
- CFO/VP Administrative Services
- VP of Academic Affairs

The Committee is authorized to perform the following functions:

- Identify and evaluate which records are to be retained;
- Publish retention and disposal schedules that comply with local, state, and federal laws;
- Monitor local, state, and federal laws that affect records retention;
- Review the records retention, security, and disposal procedures annually;
- Review reports from departments or offices required under the disposal program.

Each department manager will prepare a list of documents used and maintained by its office and will compare the list to the documents listed in the records retention schedule. The department manager shall report any differences to the Records Retention Committee in writing. Each department manager will review records and forms used by its department to determine whether these records and forms are adequate and appropriate. Requests for changes to the procedure must be submitted in writing to the Records Retention Committee.

In the event of an audit, investigation, or pending litigation, record disposal may be suspended at the direction of the CFO/VP Administrative Services or Human Resources Director regarding

Records Retention Procedure

personnel-related audits, investigations, or pending litigation. In addition, the CFO/VP Administrative Services and Director of Human Resources must be informed of any situation that may give rise to legal action as soon as the situation becomes apparent.

3. Applicability

This procedure applies to all official records generated in any format in the ordinary course of WVNCC's operation, including both original and reproduced documents. Examples of said formats include, but are not limited to emails, voice and text messages, records stored on computer hard drives or disks, microfilmed, microfiche, or imaged records and those records maintained on paper, including handwritten notes.

4. Retention Schedule

The following retention schedule is incorporated into this procedure by reference.

5. Disaster Recovery Plan

Records maintained in off-site locations are addressed as part of WVNCC's Disaster Recovery Plan. This includes user profiles, documents, settings and other desktop environments. All profile data is retained for two (2) weeks. Individual files and or documents can be saved locally for indefinite periods of time.

WVNCC strives to adopt relevant, useful, and effective retention methods and practices that assist in the recovery of documents and data.

6. WVNET

WVNCC's student information and finance data are housed and maintained by West Virginia Network (WVNET), which provides telecommunication and computing services to Colleges and Universities throughout West Virginia. Located in Morgantown, WV, WVNET is responsible for the backup and recovery of data housed and processed in Banner. Banner production databases are backed-up twice/week. Archive logs are backed-up daily. Backup copies are retained on file for 45 days.

The responsible department for all Banner-related data, reports, and information is Institutional Research.

Records Retention Procedure

Document	Responsible Department	Retention
Annual Financial Reports	Business Office	Permanent
Bank Daily Deposits	Business Office	3 years
Bank Statements and Reconciliations	Business Office	3 years
Budget Reports and Supporting Documentation	Business Office	4 years
Cancelled Checks	Business Office	8 years
Expense Reports	Business Office	6 years
Fixed Asset Inventory	Business Office	6 years
Grant Awards and Supporting Documentation	Business Office	3 years after expiration of award
Insurance Claims	Business Office/Human Resources	10 years
Insurance Policies	Business Office	4 years after expiration of policy
Journal Vouchers	Business Office	5 years
P-Card Reconciliation Logs	Business Office	3 years
Perkins Loan Documents	Business Office	Permanent
Purchase Orders	Business Office	4 years
Revenue and FTE Reports	Business Office	5 years
Services Contracts	Business Office	3 years after effective date
Vendor Contracts	Business Office	3 years after completion of contract
Voucher Payments to Vendors	Business Office	4 years
Academic Grievances	Vice President Academic Affairs	Permanent
Student Grievances	Vice President Academic Affairs	Permanent
Instructor Assignment Sheets	Vice President Academic Affairs	5 years
Material Safety Data Sheets	Facilities	Permanent
Financial Aid Loan Documents	Financial Aid	3 years after completion of award year
Financial Aid Student Files	Financial Aid	3 years after completion of award year
Financial Aid Institutional Approval	Financial Aid	3 years after completion of award year
Scholarship Donor Documentation	Financial Aid	3 years after completion of award year
Employee Search Files	Human Resources	Chosen Candidate – Length of Employment Unsuccessful Candidate – 3 years
Employment Notifications	Human Resources	Permanent
Family Medical Leave Act Files	Human Resources	Permanent
Incident Reports	Human Resources	Permanent

Document	Responsible Department	Retention
Instructor Contracts	Human Resources	Permanent
Letters of Intent	Human Resources	Permanent
Payroll Employee Files – Active	Human Resources	Permanent
Payroll Employee Files – Inactive	Human Resources	Permanent
Payroll Registers/Reports	Human Resources	10 years
Personnel Files – Active	Human Resources	Permanent
Personnel Files – Inactive	Human Resources	Permanent
Training Contracts	Human Resources	Permanent
W-2	Human Resources	Permanent
Litigation Files	Human Resources	Permanent
E Mail	Information Technology	90 days
Banner Finance Data	Institutional Research	Permanent
Banner Financial Aid Data	Institutional Research	Permanent
Banner Student Data	Institutional Research	Permanent
Survey Response Data	Institutional Research	2 years
IPEDS Reports	Institutional Research	Permanent
Federally Mandated Reports	Institutional Research	Permanent
State Mandated Reports	Institutional Research	Permanent
Student Course Evaluations	Institutional Research	2 years
WVNCC Warehoused Data	Institutional Research	Permanent
College Mandated Reports	Institutional Research	5 years
Board of Governor's Minutes	Presidents Office	Permanent
Academic Record	Registrar	Permanent
Application for Admission	Registrar	5 years after semester of application
Authorization of Student Petition for Alteration in Graduation Requirements	Registrar	5 years after graduation or date of last attendance
Change of Address	Registrar	3 years after date submitted
Change of Grade	Registrar	Permanent
Change of Major	Registrar	5 years
Class Lists	Registrar	Permanent
Class Schedule	Registrar	Permanent
College Catalogs	Registrar	Permanent
Commencement Program	Registrar	Permanent
Correspondence, Relevant	Registrar	5 years after graduation or date of last attendance
Credit By Exam Reports/Scores (CLEP, AP, etc...)	Registrar	5 years after graduation date
Degree Audit Record	Registrar	5 years after graduation or date of last attendance

Records Retention Procedure

Document	Responsible Department	Retention
Student Disciplinary Action Documents	Registrar	Permanent
Enrollment Verifications	Registrar	1 year after date of verification
Grade Reports	Registrar	1 year after date submitted
Graduation Application	Registrar	5 years after date of graduation or date of last attendance
Holds on Records	Registrar	Until released
Military Records	Registrar	5 years after date of graduation or date of last attendance
Student Name Change Authorization	Registrar	5 years after date of graduation or date of last attendance
Placement Test Scores (ASSET, Compass, etc...)	Registrar	5 years after date of graduation or date of last attendance
Registration Record (including Add/Drop and Audit Authorization)	Registrar	3 years after date submitted
Schedule of Classes	Registrar	Permanent
Social Security Verification	Registrar	Permanent
Standards of Academic Progress	Registrar	5 years after date of graduation or date of last attendance
Student Class Schedules	Registrar	1 year after date of graduation or date of last attendance
Student Correspondence	Registrar	1 year after date submitted
Student Written Consent for Records Disclosure	Registrar	Permanent or until terminated by student
Transcript Requests (Students)	Registrar	1 year after date submitted
Transcript Requests (High School and College)	Registrar	Permanent
Transfer Credit Evaluation	Registrar	Permanent
Transient Application	Registrar	2 years (Permanent beginning Fall 2010)