

**Manhattan Area Technical College
Institutional Policy and Procedure Manual**

Policy No. 6.5.2

Title: Records Retention and Disposition Schedule	
Originated By: Vice President of Business Affairs	
Signature	Date
Approved By: President/CEO	
Signature	Date
Reviewed:	Revised:

Policy Statement: Records created in the course of the College’s academic and administrative operations support current administrative needs, meet legal requirements, and provide a source of reference. This policy is designed to outline a process to manage the records created in the course of the College’s academic and administrative operations. This policy covers all records and documents including electronic documents and contains guidelines for how long certain documents should be kept and how records should be destroyed.

Rational: Proper storage of records, retrieval of records when necessary and compliance with federal and state laws and regulations is an essential function of the college. The policy is designed to minimize accidental or innocent destruction of records and to facilitate the College’s operations by promoting efficiency and freeing up valuable storage space.

Definition of Records: Official records consist of recorded information that is created or received by College employees in the course of performing official functions on behalf of the College. These may include items related to policies, decision, procedures, operations, and external or internal transactions. These records are the property of Manhattan Area Technical College.

Official records can be recorded on any physical form or medium, including paper or electronic. Examples of official records include memoranda, letters, reports, books, plans, maps, diagrams, pictorial or graphic works, photographs, film, audio recordings, email, word processed documents, spreadsheets and databases.

Archival Records: Archival records are records which have historical, administrative or research value to the College which are intended to be maintained indefinitely. Examples of archival records include architectural drawings, organization charts, real estate records, endowment agreements, and photographs of events and buildings.

Retention Schedules: Documents should be retained according to the attached Records Retention Schedule. Each office that generates official records must develop, update and adhere to the office retention schedule pertinent to the responsibilities carried out in that office. The retention schedule should include the following.

- Description of Official Record or document
- Recommended minimal retention period
- Where records are maintained
- Method of disposal or transfer

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Items without a retention period, which may be discarded directly from the office when they are no longer needed for administrative purposes, include the following.

- All blank forms and unused printed or duplicated materials
- All other duplicate materials, including received email messages from other offices: the originating office should keep the original
- Papers, reports, working papers and drafts that have been published

Disposition or Destruction: Documents and records which have been maintained according to this policy, and which have reached the end of the retention period should be disposed of or destroyed in an appropriate manner. The nature of the information contained in the records, as well as its format, dictates the method disposition or destruction

Paper documents that contain no confidential information may be disposed of by simply placing them in a trash or recycling receptacle.

Any document or record which contains personal information must be destroyed using a shredder or by a third party contractor which provides a certificate of destruction. Examples of records which require destruction in the following items. This list is not considered all inclusive and each record, form or document should be considered on its own merit when determining the proper method of destruction.

- Name
- Date of birth
- Social security number
- MATC ID number
- Academic records
- Records of investigations
- Disciplinary proceedings,
- Credit card information
- Banking information

Electronic records containing personal or confidential data must be obliterated or wiped clean, not merely deleted. This may be achieved with the use of specialized software programs.

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Accident reports or claims (settled cases)	5 years
Accounts payable ledgers and schedules	7 years
Accounts receivable ledgers and schedules	7 years
Audited financial statements	Permanently
Bank reconciliations	7 years
Bank statements	7 years
Bid sheets	3 years
Bylaws and charter	Permanently
Cash books and reports	7 years
Chart of accounts	Permanently
Cancelled checks	7 years
Contracts, deeds, mortgages and leases	Permanently
Correspondence	2 years
Depreciation schedule	Permanently
Deposit slips	3 years
Employment applications	2 years
Employee leave balance records	2 years
Faculty Association negotiated agreement	Permanently
Financial statements	Permanently
Garnishments	3 years
General ledger	Permanently
Grant budget and account records	7 years
I-9 forms (after termination date)	3 years
Insurance policies (after expiration date)	3 years
Inventory records	7 years
Invoices	7 years
Job postings and advertisements (both internal and external)	1 year
Job related illness and injury records	5 years
Job related illness or injury records (exposure to toxic substances or blood borne pathogens)	30 years after termination
Journals	7 years
Minutes of board of directors meetings	Permanently
Minutes of college committee meetings	5 years
Notes receivable ledgers and schedules	7 years
Patents, trademark registrations, service mark registration, copyrights	Permanently
Payroll records and tax returns	7 years
Personnel files	7 years after termination
Petty cash records	3 years
Property appraisals by outside parties	Permanently
Property record including blueprints and plans	Permanently
Purchase orders	7 years
Resale records and reports	3 years
Student refund records	3 years
Subsidiary ledgers	7 years
Timecards and timesheets	5 years
Training manuals	3 years
Training records related to health and safety issues	5 years
W-2 forms and withholding tax statements	7 years

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<u>Fiscal Year End</u>	<u>Destruction Schedule for Records Held 7 Years</u>
June 30, 2014	Destroy after July 1, 2021
June 30, 2013	Destroy after July 1, 2020
June 30, 2012	Destroy after July 1, 2019
June 30, 2011	Destroy after July 1, 2018
June 30, 2010	Destroy after July 1, 2017
June 30, 2009	Destroy after July 1, 2016
June 30, 2008	Destroy after July 1, 2015
June 30, 2007	Destroy after July 1, 2014
June 30, 2006	Destroy after July 1, 2013

<u>Fiscal Year End</u>	<u>Destruction Schedule for Records Held 5 Years</u>
June 30, 2014	Destroy after July 1, 2019
June 30, 2013	Destroy after July 1, 2018
June 30, 2012	Destroy after July 1, 2017
June 30, 2011	Destroy after July 1, 2016
June 30, 2010	Destroy after July 1, 2015
June 30, 2009	Destroy after July 1, 2014
June 30, 2008	Destroy after July 1, 2013

<u>Fiscal Year End</u>	<u>Destruction Schedule for Records Held 3 Years</u>
June 30, 2014	Destroy after July 1, 2017
June 30, 2013	Destroy after July 1, 2016
June 30, 2012	Destroy after July 1, 2015
June 30, 2011	Destroy after July 1, 2014
June 30, 2010	Destroy after July 1, 2013