Records retention related to faculty (any responsibility referenced as “Instructional Departments”, “Instructional Division Offices”):

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| **Record Title/Type** | **Description** | **Minimum Retention Period** | **Archiving Method for Permanent Storage** |
| Accreditation Records, Professional Programs | Records documenting the accreditation process for the departments, units and related programs such as Adult Education and Family LiteracyGrant, nursing, medical assistant, distance learning, Automotive, quality assurance review and horticulture programs. Documentation compiled is sent in a report to the appropriate professional accreditation board of the specific program or services. | 1) Self-study and finalaccreditation report: Permanent2) Other records: untilAccreditation completed3) Adult Education and Family Literacy Grant: permanent | Electronic and/orhard copy |
| AdvisoryCommittee Records | Records documenting the activities of advisory committees which provide advice and assistance regarding professional-technical and other programs. May include but is not limited to meeting minutes; agendas; reports; notes; working papers; transcriptions; and correspondence. | 1) Resource notebooks and corresponding working files: until superseded2) All other documents: 3 years | Electronic and/orhard copy |
| Course Outlines | Records documenting the content of credit and non-credit course offered on- and off-campus by academic departments. May includes the working files of the department used to create the course outline. | Permanent | Electronic and/orhard copy |
| Course Syllabi | Records documenting the agreement between the student and the instructor which communicates the expectations of the instructor and the goals of the course. | 3 years | Electronic and/orhard copy |
| Grade Rosters | Records documenting the grades awarded by instructors and serves as the basis for the student’s official academic records. May includechange of grade and other related documents, i.e. Instructor grade books. | 1) Change of grade forms or grade rosters: permanent2) Contested grades: until resolved3) Other documentation: 1 year | Electronic:permanentPaper: 1 year |
| Instructional Grantsand Contracts,Agreements | Records documenting the grants, contracts, and/or agreements and student records related to those program requirements in regards toclasses put on for business, government, industry, or the general public to learn new skills or update existing skills. | 1) As specified in the contract.2) Working papers: until contract is finalized2) Other records: 6 years after expiration | Electronic and/orhard copy |
| Instructor GradeBooks | Records documenting the grades awarded by instructors and serves as the basis for the student’s official grade in a class.**(NOTE: All graded or ungraded course materials maintained by the****faculty member should be kept a maximum of one year.)** | 1 year | Electronic and/orhard copy |
| Part-Time Instructor Files | Records documenting the part-time instructor’s work history at the college. Forms: resume, application, transcripts, any evaluation. | 1) Part-time instructors who have worked longer that 90days: permanent2) Temporary employees (notmore than 90 days) and studentworkers: after termination, 2years. | Electronic and/orhard copy. |
| Program SpecificStudent Handbooks | Records documenting the requirements, policies, and offerings of specific instructional units for use by current or potential students.Records may contain information or policies on field of study; faculty; and academic requirements. | Until superseded | Electronic and/orhard copy |