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 Literacy  Grant, 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 final  accreditation report: Permanent  2) Other records: until  Accreditation completed  3) Adult Education and Family Literacy Grant: permanent | Electronic and/or  hard copy |
| Advisory  Committee 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 | 1) Resource notebooks and corresponding working files: until superseded  2) All other documents: 3 years | Electronic and/or  hard copy |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/or  hard 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/or  hard copy |
| Grade Rosters | Records documenting the grades awarded by instructors and serves as the basis for the student’s official academic records. May include  change of grade and other related documents, i.e. Instructor grade books. | 1) Change of grade forms or grade rosters: permanent  2) Contested grades: until resolved  3) Other documentation: 1 year | Electronic:  permanent  Paper: 1 year |
| Instructional Grants  and Contracts,  Agreements | Records documenting the grants, contracts, and/or agreements and student records related to those program requirements in regards to  classes 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 finalized  2) Other records: 6 years after expiration | Electronic and/or  hard copy |
| Instructor Grade  Books | 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/or  hard 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 90  days: permanent  2) Temporary employees (not  more than 90 days) and student  workers: after termination, 2  years. | Electronic and/or  hard copy. |
| Program Specific  Student 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/or  hard copy |