

MONTGOMERY COLLEGE

Records Retention Schedule

Last Updated: July 2017

Montgomery College consolidated schedule was published as of March 2014. Each office may revise its schedule as required; therefore, each office schedule displays a last update date. See Change Log at the end of the document for record of changes made after March 2014.

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President's Office

**Montgomery College Record Retention Schedule for
Board of Trustees – Organization 100010
Record Group #: 101**

Records Retention Schedule #: 1

Board of Trustees – Organization 100010

Item #:	Series Title, Description, & Retention
1-1	<p><u>BOARD OF TRUSTEES OFFICIAL RECORDS</u> Official files of the Montgomery College Board of Trustees, including approved minutes of Board meetings and packets (reference file) containing agendas and background material for Board consideration during regular monthly, special, and budget review sessions.</p> <p>Retention: 3 to 10 years, or permanent Office: 3 to 10 years, then screen for any materials that are of historical value for the Office or College and transfer historical materials to Special Collections; destroy remaining materials. Special Collections: Permanent</p>
1-2	<p><u>BOARD OF TRUSTEES TOPICAL FILES</u> Confidential memoranda with attachments, forwarded by the President to the Board, correspondence memoranda, and miscellaneous subject files relating to follow-up action taken to conform to Board actions and directives.</p> <p>Retention: 3 to 10 years, or permanent Office: 3 to 10 years, then screen for any materials that are of historical value for the Office or College and transfer historical materials to Special Collections; destroy remaining materials. Special Collections: Permanent</p>

**Montgomery College Record Retention Schedule for
President's Office – Organizations: 100000, 100090, 100800**

Record Group #: 102

Records Retention Schedule: 2

President's Office – Organizations: 100000, 100090, 100800

Item #:	Series Title, Description, & Retention
2-1	<p><u>AWARDS</u> Certificates of merit for staff, faculty and students Retention: 3 years Office: 3 years, then destroy</p>
2-2	<p><u>ACCOUNTS PAYABLE RECORDS</u> All documentation on incurred expenses by the president and senior administrative staff, including expense reports, mileage reimbursement, p-card and corporate card expenses) Retention: 5 years Office: 5 years, then destroy</p>
2-3	<p><u>ACCREDITATION</u> All documentation on Montgomery college accreditation policy and procedures, to include Maryland Higher Education Commission (MHEC), Maryland State Department of Higher Education (MSDHE), Strategic Plans, notifications, correspondence, and background materials. Retention: 5 years, or permanent Office: 5 years, then screen for and destroy any material not of historical value; transfer remaining materials to Special Collections. Special Collections: Permanent</p>
2-4	<p><u>COLLEGE OPERATIONS</u> All documentation on operational information about Montgomery College to include documents from college offices, college groups, events, and meetings. Retention: 5 years Office: 5 years, then destroy</p>
2-5	<p><u>PRESIDENT'S INTERNAL COMMUNICATIONS</u> Internal communications issued by the Office of the President including announcements, blog entries, published President's Corner and Three Things to Know messages. Retention: 5 years Office: 5 years, then destroy</p>

**Montgomery College Record Retention Schedule for
President's Office – Organizations: 100000, 100090, 100800**

Record Group #: 102

Records Retention Schedule: 2

Item #:	Series Title, Description, & Retention
2-6	<p><u>GLOBAL INITIATIVES</u> All documentation on the College's international initiatives including, but not limited to the Sister Cities Program and arrangements with India, China and Ethiopia. Retention: Permanent Office: 5 years, then screen for and destroy any material not of historical value; transfer remaining materials to Special Collections. Special Collections: Permanent</p>
2-7	<p><u>GOVERNMENT RELATIONS</u> All documentation on legislative and advocacy efforts for the college, including local, state, and federal. Retention: 6 years Office: 3 years, then transfer to off-site storage Off-Site: 3 years, then destroy</p>
2-8	<p><u>INSTITUTIONAL MEMBERSHIP</u> All documentation on the presidents membership in local, state, and federal professional organizations including, but not limited to, payment records, American Association of Community Colleges (AACC), Association of Governing Boards (AGB), Maryland Association of Community Colleges (MACC), Community College Survey of Student Engagement (CCSSE), Leadership Montgomery, and Montgomery County Chamber of Commerce (MCCC). Retention: 5 years, then destroy Office: 5 years, then destroy</p>
2-9	<p><u>MEMORANDUMS OF UNDERSTANDING</u> Bilateral agreements or multilateral agreements between Montgomery College and any county, state, or federal entity, including Montgomery County Public Schools (MCPS), Discovery, Gateway to College, Maryland DC Campus, and Compact. Retention: bb Office: 5 years, then screen for and destroy any material not of historical value; transfer remaining materials to Special Collections. Special Collections: Permanent</p>

**Montgomery College Record Retention Schedule for
President's Office – Organizations: 100000, 100090, 100800**

Record Group #: 102

Records Retention Schedule: 2

Item #:	Series Title, Description, & Retention
2-10	<p><u>PROGRAMS</u> All documentation related to educational programs and initiatives, including Area Cooperative Educational Services (ACES) and Gateway to College.</p> <p>Retention: 10 years Office: 5 years, then transfer to off-site storage. Off-site: 5 years, then destroy</p>
<hr/>	
2-11	<p><u>SCHOLARSHIPS</u> All documentation on awarded scholarships, including applications, essays, and resumes.</p> <p>Retention: 3 years Office: 5 years, then destroy</p>

**Montgomery College Record Retention Schedule for
General Counsel – Organization 100500
Record Group #: 123**

Records Retention Schedule #: 3

General Counsel – Organization 100500

Item #:	Series Title, Description, & Retention
3-1	<p><u>GENERAL CORRESPONDENCE AND OFFICE FILES</u> Correspondence, memoranda, and miscellaneous subject files related to the activities of the Office of the General Counsel.</p> <p>Retention: 3 years, or permanent</p> <p>Office: 3 years then screen for and destroy material having no further administrative, fiscal, legal, or operational value. Retain permanently any material mandated by statute or that serves to document the origin, development, functions, and accomplishments of the office.</p> <p>Special Collections: Permanent</p>
3-2	<p><u>CONTRACT FILES</u> All contracts (except employee contracts, student activities contracts, and grant agreements) entered into by the College, as well as related correspondence memoranda, and miscellaneous papers.</p> <p>Retention: 30 years</p> <p>Office: Retain as long as documents have continuing administrative value, then deposit in the College Archives</p> <p>Off-site: 30 years then destroy</p>
3-3	<p><u>LITIGATION FILES</u> Records documenting litigation as well as non-litigation files involving Montgomery College.</p> <p>Retention: 30 years</p> <p>Office: Retain as long as documents have continuing administrative value, then deposit in the College Archives</p> <p>Off-site: 30 years then destroy</p>

**Montgomery College Record Retention Schedule for
Equity and Diversity (coupled with HRSTM) – Organization 100600
Record Group #: 112**

Records Retention Schedule #: 4

Equity and Diversity (HRSTM) – Organization 100600

Item #:	Series Title, Description, & Retention
4-1	<p><u>GENERAL CORRESPONDENCE AND OFFICE FILES</u> Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of Equity and Diversity.</p> <p>Retention: 3 years, or permanent Office: 3 years, then screen for and destroy material having no further administrative, fiscal, legal, or operational value. Retain permanently any material mandated by statute or that serves to document the original, development, functions, and accomplishments of the office.</p> <p>Special Collections: Permanent</p>
4-2	<p><u>AFFIRMATIVE ACTION REPORTS</u> Reports documenting the College affirmative action program, including Federal EEO-6, Title IX Self-Evaluation Reports, and similar reports and evaluations.</p> <p>Retention: Retain reports 10 years, then destroy Office: Retain reports 5 years, then transfer to off-site storage Off-site: Five years, then destroy</p>
4-3	<p><u>AFFIRMATIVE ACTION; EQUAL EMPLOYMENT AND EDUCATION; AND EQUITY, ACCESS AND DIVERSITY SUPPORTING MATERIALS</u> Supporting data documenting the College affirmative action program, equal employment and education, and equity, access and diversity programs. (Note: this item does not include the official Affirmative Action Reports, Diversity Plan, and the compliance reports. See item 2 above.)</p> <p>Retention: Retain supporting data 3 years, then destroy Office: Three years, then destroy</p>

**Montgomery College Record Retention Schedule for
Office of Compliance – Organization 100700
Record Group #: 109**

Records Retention Schedule #: 5

Office of Compliance – Organization 100700

Item #: Series Title, Description, & Retention

5-1 GENERAL CORRESPONDENCE AND OFFICE FILES

Correspondence, memoranda, and miscellaneous subject files relating to activities of the Office of Compliance. Types of information include: Compliance Coordinating Committee Meeting materials, work group files, system reports, project information, original P-card receipts and budget materials, training programs and participant information, and documentation of compliance activities.

Retention: 3 years, or permanent

Office: 3 years, then screen for and destroy material having no further administrative, fiscal, legal, or operational value. Retain permanently any material mandated by statute or that serves to document the origin, development, functions, and accomplishments of the office.

Off-site: Permanent

5-2 REGULATORY COMPLIANCE MANDATED DISCLOSURES

Correspondence records of disclosure notifications sent to students and employees mandated by regulatory requirements.

Retention: 12 years

Office: 12 years, then destroy

5-3 ADA ACCOMMODATION AND RESOLUTION AGREEMENTS

Correspondence with Disability Support Services (DSS) and faculty on academic accommodation requests; meeting notes with students, faculty, administration, and visitors on accommodation and access concerns; access resolution agreements with the Department of Education, facilities, and academic units; and, accommodation requests from employees with disabilities.

Retention: 6 years, or permanent

Office: 6 years, then screen for and destroy material having no further administrative, fiscal, legal, or operational value. Retain permanently any material mandated by statute or that serves to document the origin, development, functions, and accomplishments of the office.

Off-site: Permanent

**Montgomery College Record Retention Schedule for
Planning & Institutional Effectiveness – Organization 200xxx
Record Group #: 107**

Records Retention Schedule #: 6

Planning & Institutional Effectiveness – Organization 200xxx

Item #:	Series Title, Description, & Retention
6-1	<p><u>CURRICULUM, GENERAL EDUCATION, MHEC FILES</u> Correspondence, memoranda, and miscellaneous subject files relating to curriculum, general education courses and Maryland Higher Education Commission.</p> <p>Retention: 55 years, or permanent Office: 5 years, then screen for and destroy material having no further administrative, fiscal, legal, or operational value. Transfer any material mandated by statute or that serves to document the history (original, development, functions, and accomplishments) of the office/college. Off-site: 50 years, then destroy</p>
6-2	<p><u>STRATEGIC PLANNING FILES</u> Correspondence, memoranda, and miscellaneous subject files relating to the activities of strategic planning.</p> <p>Retention: 25 years Office: 25 years, then screen for and destroy material having no further administrative, fiscal, legal, or operational value every 5 years.</p>
6-3	<p><u>OUTCOMES ASSESSMENT FILES</u> Correspondence, memoranda, and miscellaneous subject files relating to the activities of Outcomes Assessment.</p> <p>Retention: 25 years Office: 5 years, then screen for and destroy material having no further administrative, fiscal, legal, or operational value. Transfer remaining materials to MC off-site storage. Off-site: 20 years, then destroy</p>
6-4	<p><u>ACADEMIC REGULATIONS FILES</u> Correspondence, memoranda, and miscellaneous subject files relating to the Academic Regulations.</p> <p>Retention: 5 years, or until no longer active then destroy. Office: 5 years, or until no longer active then destroy.</p>

**Montgomery College Record Retention Schedule for
Planning & Institutional Effectiveness – Organization 200xxx
Record Group #: 107**

Records Retention Schedule #: 6

Item #:	Series Title, Description, & Retention
6-5	<p><u>POLICIES AND PROCEDURES FILES</u> Correspondence, memoranda, and miscellaneous subject files relating to College Policy and Procedures.</p> <p>Retention: 5 years, or permanent Office: 5 years, then screen for and destroy material having no further administrative, fiscal, legal, or operational value. Transfer any material mandated by statute or that serves to document the history (original, development, functions, and accomplishments) of the office/college to Special Collections.</p> <p>Special Collections: Permanent</p>
6-6	<p><u>COLLEGE REVIEW FILES</u> Correspondence, memoranda, and miscellaneous subject files relating to the College Area Review.</p> <p>Retention: 25 years Office: 5 years, then screen for and destroy material having no further administrative, fiscal, legal, or operational value. Transfer remaining materials to MC off-site storage.</p> <p>Off-site: 20 years, then destroy</p>
6-7	<p><u>MIDDLES STATES FILES</u> Correspondence, memoranda, reports and miscellaneous subject files relating to the Middle States meetings and activities.</p> <p>Retention: 35 years Office: 10 years, then transfer to MC off-site storage Off-site: 25 years, then destroy</p>
6-8	<p><u>GENERAL CORRESPONDENCE AND OFFICE FILES: OFFICE OF THE VP FOR PLANNING AND INSTITUTIONAL EFFECTIVENESS</u> Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of Vice President Planning and Institutional Effectiveness.</p> <p>Retention: 25 years Office: 3 years, then screen for and destroy material having no further administrative, fiscal, legal, or operational value. Transfer remaining materials to MC off-site storage.</p> <p>Off-site: 22 years, then destroy</p>

**Montgomery College Record Retention Schedule for
Planning & Institutional Effectiveness – Organization 200xxx**

Record Group #: 107

Records Retention Schedule #: 6

Item #:	Series Title, Description, & Retention
6-9	<p><u>REPORTS TO MARYLAND HIGHER EDUCATION COMMISSION (MHEC) OR INTEGRATED POST-SECONDARY EDUCATION DATA SYSTEM (IPEDS)</u> Federal and State required or mandated reports (published or electronic) on enrollment, employee, and graduation; including data sets supporting required or mandated enrollment. Retention: 10 years Office: 10 years, then destroy</p>
6-10	<p><u>REPORTS TO EXTERNAL AGENCIES (NOT REQUIRED BY FEDERAL OR STATE)</u> Reports (published or electronic) on enrollment, employee, and graduation for external agencies, excluding MHEC and IPEDs reports. Retention: 10 years Office: 10 years, then destroy</p>
6-11	<p><u>ENROLLMENT AND ADMINISTRATIVE REPORTS</u> Reports (published or electronic) on enrollment, faculty workload, transfer/graduates, courses and programs. Retention: 10 years Office: 10 years, then destroy</p>

Advancement & Community Engagement

**Montgomery College Record Retention Schedule:
Advancement & Community Engagement – Organization 210xxx
Record Group #: 108**

Records Retention Schedule #: 7

Advancement & Community Engagement – Organization 210xxx

Item #:	Series Title, Description, & Retention
7-1	<p><u>ALUMNI</u> Correspondence, memoranda, and various project files related to the activities of the Alumni Department including editorial and design.</p> <p>Retention: 8 years or permanent</p> <p>Office: 3 years, then screen for and destroy materials having no fiscal, legal, operational, or historical -Transfer materials with historical value to Special Collections; and transfer hardcopy business records to off-site storage. -Retain electronic business records for an additional 5 years on the college network, then delete.</p> <p>Off-Site: 5 years (hard copy business records), then destroy</p> <p>Special Collections: Permanent (only historical materials)</p>
7-2	<p><u>CREATIVE SERVICES</u> Correspondence, memoranda, and various project files related to the activities of the Alumni Department including editorial and design.</p> <p>Retention: 10 years or permanent</p> <p>Office: 3 years, then screen for and destroy materials having no fiscal, legal or operational value -Transfer materials with historical value to Special Collections; and transfer hardcopy business records to off-site storage. -Retain electronic business records for an additional 7 years on the college network, then delete.</p> <p>Off-Site: 7 years (hard copy business records), then destroy</p> <p>Special Collections: Permanent (only historical materials)</p>

**Montgomery College Record Retention Schedule:
Advancement & Community Engagement – Organization 210xxx
Record Group #: 108**

Records Retention Schedule #: 7

Item #:	Series Title, Description, & Retention
7-3	<p><u>GRANTS</u> Correspondence, financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal, State, or other award per the guideline referenced in the 2 Code For Regulation (CFR) 200.333. Retention: 3 years, or per requirements of the grant’s terms and conditions Office: 3 years, unless otherwise required in the grant’s terms and conditions, after the submission of the final expenditure report.</p>
7-4	<p><u>ADMINISTRATIVE</u> Correspondence, memoranda, and miscellaneous subject files related to the activities of the office of the Senior Vice President. Retention: 8 years or permanent Office: 3 years, then screen for and destroy materials having no fiscal, legal, operational, or historical value. -Transfer materials with historical value to Special Collections; and transfer hardcopy business records to off-site storage. -Retain electronic business records for an additional 5 years on the college network, then delete. Off-Site: 5 years (hard copy business records), then destroy Special Collections: Permanent (only historical materials)</p>

**Montgomery College Record Retention Schedule:
 Advancement & Community Engagement – Organization 210xxx
 Record Group #: 108**

Records Retention Schedule #: 7

Item #:	Series Title, Description, & Retention
7-5	<p><u>SPECIAL EVENTS</u> Correspondence, memoranda, and various project files related to the activities of the Special Events unit.</p> <p>Retention: 3 years or permanent</p> <p>Office: 3 years, then screen for and destroy in-house any materials having no fiscal, legal, operational, or historical value -Transfer materials with historical value (such as publications or photos) to Special Collections</p> <p>Special Collections: Permanent (only historical materials)</p>
7-6	<p><u>MARKETING</u> Correspondence, memoranda, and various project files related to the activities of the Marketing unit including editorial and design.</p> <p>Retention: 8 years or permanent</p> <p>Office: 3 years, then screen for and destroy materials having no fiscal, legal, operational, or historical value -Transfer materials with historical value to Special Collections; and transfer hardcopy business records to off-site storage. -Retain electronic business records for an additional 5 years on the college network, then delete.</p> <p>Off-Site: 5 years (hard copy business records), then destroy</p> <p>Special Collections: Permanent (only historical materials)</p>
7-7	<p><u>COMMUNITY ENGAGEMENT</u> Correspondence, memoranda, and various project files related to the activities of Community Engagement.</p> <p>Retention: 8 years or permanent</p> <p>Office: 3 years, then screen for and destroy materials having no fiscal, legal, operational, or historical value -Transfer materials with historical value to Special Collections; and transfer hardcopy business records to off-site storage. -Retain electronic business records for an additional 5 years on the college network, then delete.</p> <p>Off-Site: 5 years (hard copy business records), then destroy</p> <p>Special Collections: Permanent (only historical materials)</p>

**Montgomery College Record Retention Schedule:
 Advancement & Community Engagement – Organization 210xxx
 Record Group #: 108**

Records Retention Schedule #: 7

Item #:	Series Title, Description, & Retention
7-8	<p><u>FOUNDATION</u> Correspondence, memoranda, and various project files related to the activities of the Foundation including gifts and pledges.</p> <p>Retention: 10 years or permanent</p> <p>Office: 3 years, then screen for and destroy materials having no fiscal, legal, operational, or historical value. -Transfer materials with historical value to Special Collections; and transfer hardcopy business records to off-site storage. -Retain electronic business records for an additional 7 years on the college network, then delete.</p> <p>Off-Site: 7 years (hard copy business records), then destroy</p> <p>Special Collections: Permanent (only historical materials)</p>
7-9	<p><u>MONTGOMERY COLLEGE TELEVISION</u> Correspondence, memoranda, and various project files related to the activities of the Montgomery College Television unit.</p> <p>Retention: 8 years or permanent</p> <p>Office: 3 years, then screen for and destroy materials having no fiscal, legal, operational, or historical value -Transfer materials with historical value to Special Collections; and transfer hardcopy business records to off-site storage. -Retain electronic business records for an additional 5 years on the college network, then delete.</p> <p>Off-Site: 5 years (hard copy business records), then destroy</p> <p>Special Collections: Permanent (only historical materials)</p>

Administrative & Fiscal Services

**Montgomery College Record Retention Schedule for
Administrative and Fiscal Services – Organization 220xxx
Record Group #: 126**

Records Retention Schedule #: 8

Administrative and Fiscal Services – Organization 220xxx

Item #: Series Title, Description, & Retention

8-1 GENERAL CORRESPONDENCE AND OFFICE FILES

Correspondence, memoranda, and miscellaneous subject files relating to activities of the Office of the Executive Vice President for Administrative and Fiscal Services.

Retention: 3 years, or permanent

Office: 3 years, then screen materials. Retain permanently only materials mandated by statute or that serve to document the history of the office or the College; and destroy all remaining materials. Transfer materials of historical value to Special Collections.

Special

Collections: Permanent

**Montgomery College Record Retention Schedule for
Office of Management and Budget – Organization 221xxx
Record Group #: 221**

Records Retention Schedule #: 9

Office of Management and Budget – Organization 221xxx

Item #:	Series Title, Description, & Retention
9-1	<p><u>GENERAL CORRESPONDENCE AND OFFICE FILES</u> Correspondence, memos, manuals, procedures and letters of instruction, etc., pertaining to the internal and external operations of the Office of Management and Budget. Retention: 3 years after superseded or obsolete Office: 3 years after specified conditions are met, then destroy</p>
9-2	<p><u>PROJECT DOCUMENTATION</u> General project document, plans, analysis and communication. Retention: 5 years after project completion or when obsolete, then destroy Office: 5 years as calculated above, then destroy</p>
9-3	<p><u>ANALYSIS DOCUMENTS</u> General Scope documents, plans, analysis and communication. Retention: 5 years after project completion or when obsolete, then destroy Office: 5 years as calculated above, then destroy</p>
9-4	<p><u>AUDITS (INTERNAL) – WORKING PAPERS AND FINAL REPORTS</u> Working files containing correspondence, memos, drafts, preliminary findings, notes, and other materials used in preparing an internal audit of a College program or office. Includes final report of audit or examination Retention: 3 years following close of audit or resolution of audit issues, whichever is longer Office: 3 years after specified conditions are met, then destroy</p>
9-5	<p><u>AUDITS (EXTERNAL) – FINAL AUDIT/EXAMINATION REPORTS</u> Documents related to external audits that includes, but is not limited to, preliminary and final audit reports, final determinations, correspondence, memos, etc. Retention: 3 years following close of audit or resolution of audit issues, whichever is longer Office: 3 years after specified conditions, then destroy</p>

**Montgomery College Record Retention Schedule for
Office of Management and Budget – Organization 221xxx
Record Group #: 221**

Records Retention Schedule #: 9

Item #:	Series Title, Description, & Retention
9-6	<p><u>APPROVED RECORDS RETENTION SCHEDULE</u> Approved versions of the College Office Records Retention Schedule. Retention: 7 years after superseded and no longer needed for reference Office: 7 years after specified conditions, then destroy</p>
9-7	<p><u>CERTIFICATES OF RECORD DESTRUCTION</u> Certificates of record destruction for both off-site and in-house destruction of records in accordance with the retention period specified on the Records Retention Schedule. Retention: 7 years Office: 7 years, then destroy</p>
9-8	<p><u>RECORDS MANAGEMENT OPERATIONAL DOCUMENTS</u> Files related to the operations of the Colleges records management services, including, but not limited to, process guides and forms; MC central receiving and vendor record transfer forms; work orders and receipts; vendor contracts; content sheets (for destroyed cartons); record inventories; and authorized notice of destruction reports. Retention: 3 years after superseded and/or record cartons destroyed Office: 3 years after specified condition, then destroy</p>

**Montgomery College Record Retention Schedule for
Office of Business Services – Organization 222xxx
Record Group #: 111**

Records Retention Schedule #: 10

Office of Business Services – Organization 222xxx

Item #:	Series Title, Description, & Retention
10-1	<p><u>GENERAL CORRESPONDENCE AND OFFICE FILES</u> Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of the Director of Finance.</p> <p>Retention: 3 years, or permanent Office: Screen every 3 years and destroy any materials that do not have historical value; that is, materials that serve to document the origin, development, functions, and accomplishments of the office/college. Transfer historical materials to Special Collections.</p> <p>Special Collections: Permanent</p>
10-2	<p><u>GENERAL LEDGERS</u> Records of financial transactions in all accounts during the fiscal year; not as detailed as the statement of Transactions. Only the end of fiscal year run is retained.</p> <p>Retention: 3 years Office: 3 years, then destroy</p>
10-3	<p><u>STATEMENT OF TRANSACTIONS</u> Detailed record of financial transactions in all accounts during the fiscal year. Only the end-of-fiscal-year run is retained. This includes the Books of Final Entry – ledgers.</p> <p>Retention: 7 years Office: 3 years, then transfer to Montgomery College off-site storage Off-site Storage: 4 years, then destroy</p>
10-4	<p><u>OPERATING BUDGET REPORT</u> Summary of financial transactions in all accounts during the fiscal year recorded in a manner consistent with the format of the Operating Budget. Only the end-of-fiscal-year run is retained. This includes Budget Material - annual working budgets, annual asking budgets, campus budget amendments, budget histories, budget system material, tuition revenue projections, fringe benefit projections, and indirect cost projections.</p> <p>Retention: 3 years, then destroy Office: 1 year, then transfer to off-site Montgomery College storage Storage: 2 years, then destroy</p>

**Montgomery College Record Retention Schedule for
Office of Business Services – Organization 222xxx
Record Group #: 111**

Records Retention Schedule #: 10

Item #:	Series Title, Description, & Retention
10-5	<p><u>FIXED ASSET INVENTORY</u> A record of all College equipment and furniture documenting the value and location of each item.</p> <p>Retention: 3 years or until audited Office: 1 year, then transfer to off-site Montgomery College storage Storage: 2 years, then destroy</p>
10-6	<p><u>INVESTMENT RECORDS</u> Records of all College investments, including policies and procedures to be followed, financial data, correspondence, and miscellaneous supporting data.</p> <p>Retention: 3 years or until audited, whichever is longer. Office: 1 year, then transfer to off-site Montgomery College storage Storage: 2 years, then destroy</p>
10-7	<p><u>CAPITAL PROJECTS FINANCIAL RECORDS</u> Copies of contracts with capital projects and records of payment made by the College under the terms of the contact.</p> <p>Retention: 5 years after project is formally closed, then destroy Office: 2 years after project is formally closed, then transfer to off-site Montgomery College storage Storage: 3 years, then destroy</p>
10-8	<p><u>PAYROLL RECORDS</u> Records documenting the payment of salaries to College employees, with supporting materials, including but not limited to the following: Payroll registers; employee folders; attendance vouchers; leave reports; leave balance records; miscellaneous deductions; and W-2 forms.</p> <p>Retention: 5 years, then destroy Office: 1 year, then transfer to off-site Montgomery College storage Storage: 4 years, then destroy</p>
10-9	<p><u>PAYROLL CHECKS</u> Stop payments, Check Cancellations, and Refunds documentation</p> <p>Retention: 15 years, then destroy Office: 1 year, then screen and destroy any material with no further value. Transfer remaining materials to off-site Montgomery College storage Storage: 14 years, then destroy</p>

**Montgomery College Record Retention Schedule for
Office of Business Services – Organization 222xxx
Record Group #: 111**

Records Retention Schedule #: 10

Item #:	Series Title, Description, & Retention
10-10	<p><u>FEDERAL, STATE AND NON-GOVERNMENTAL GRANT FINANCIAL RECORDS</u> Copies of proposal, awards, financial records documenting the receipt and expenditure of funds, and periodic required reports relating to grants received by the College.</p> <p>Retention: 10 years, then destroy Office: 1 year, then transfer to Montgomery College off-site storage. Storage: 9 years, then destroy.</p>
10-11	<p><u>FACULTY PROFESSIONAL DUES RECORDS</u> Records of payments of professional dues made by the faculty.</p> <p>Retention: 3 years, then destroy Office: 3 years, then destroy</p>
10-12	<p><u>NATIONAL DIRECT STUDENT LOAN RECORDS</u> Original requests for loan, conditions of loan, correspondence, promissory notes, record of payments, and related items.</p> <p>Retention: Retain 3 years after loan fully paid or for that period of time required by Federal records retention regulations, whichever is longer. Office: Retain until loan fully paid; then transfer to Montgomery College off-site storage. Storage: 3 years, then destroy</p>
10-13	<p><u>NATIONAL DIRECT STUDENT LOAN RECORDS – ASSIGNED LOANS</u> Documents for Loans assigned or referred to the Federal government for collection: including the original requests for loan, conditions of loan, correspondence, promissory notes, record of payments, and related items.</p> <p>Retention: 10 years, then destroy Office: 2 years; then transfer to Montgomery College off-site storage Storage: 8 years, then destroy</p>
10-14	<p><u>BANK STATEMENTS</u> Monthly statements received from the Bank, with worksheets.</p> <p>Retention: 5 years or until audited, whichever is longer Office: 3 years; then transfer to Montgomery College off-site storage Storage: 2 years, then destroy</p>

**Montgomery College Record Retention Schedule for
Office of Business Services – Organization 222xxx
Record Group #: 111**

Records Retention Schedule #: 10

Item #:	Series Title, Description, & Retention
10-15	<p><u>CANCELLED CHECKS</u> All cancelled checks, excluding payroll, by the Bank. Retention: 5 years or until audited, whichever is longer Office: 1 years; then transfer to Montgomery College off-site storage Storage: 4 years, then destroy</p>
10-16	<p><u>CASH RECEIPT SUMMARY, 1990 -</u> Cash receipt summary of all financial transactions daily at the College. Retention: 3 years or until audited, whichever is longer Office: 1 year, then transfer to Montgomery College off-site storage Storage: 2 years, then destroy</p>
10-17	<p><u>CHECK VOUCHERS</u> Alphabetical and numerical copies of all vouchers (except payroll vouchers) that accompany checks to vendors, etc. The numerical copy includes supporting documents such as an additional copy of the purchase order or a vendor invoice. Retention: 5 years or until audited, whichever is longer Office: 1 year, then transfer to Montgomery College off-site storage Storage: 4 years, then destroy</p>
10-18	<p><u>MULTI-PURPOSE FORMS</u> Original entry of accounting transactions, with backup material. Retention: 3 years, then destroy Office: 1 year, then transfer to Montgomery College off-site storage Storage: 2 years, then destroy</p>
10-19	<p><u>STOP PAYMENT REQUEST</u> Daily record of requests for stop payment of checks issued by the College. Retention: 3 years, then destroy Office: 1 year, then transfer to Montgomery College off-site storage Storage: 2 years, then destroy</p>
10-20	<p><u>RETURNED CHECK LOG</u> Daily entries of checks returned to the Finance Office. Retention: 3 years, then destroy Office: 1 year, then transfer to Montgomery College off-site storage Storage: 2 years, then destroy</p>

**Montgomery College Record Retention Schedule for
Office of Business Services – Organization 222xxx
Record Group #: 111**

Records Retention Schedule #: 10

Item #:	Series Title, Description, & Retention
10-21	<p><u>PAID INVOICES, MC</u> Rental of College facilities by outside organizations with payment record. Retention: 5 years, then destroy Office: 2 years, then transfer to Montgomery College off-site storage Storage: 3 years, then destroy</p>
10-22	<p><u>SALES TAX RECORDS</u> Record of sales tax refunds and voids. Retention: 5 years, then destroy. Office: 2 years, then transfer to Montgomery College off-site storage Storage: 3 years, then destroy</p>
10-23	<p><u>DISCIPLINE COST ANALYSIS</u> An analysis of the cost of instructional disciplines as defined by Higher Education General Information Survey (HEGIS) Retention: 7 years Office: 2 years, then transfer to Montgomery College off-site storage Off-site 5 years, then destroy Storage:</p>
10-24	<p><u>FINAL CLOSE OUT REPORTS</u> Computer generated reports documenting monthly and year-end financial transactions. Retention: 5 years, then destroy Office: 3 years, then transfer to Montgomery College off-site storage Storage: 2 years, then destroy</p>
10-25	<p><u>STUDENT PAYMENT RECORDS</u> Computer printouts which document student tuition payments, including but not limited to the following: Student billing batch total listing, student billing transaction logs, student billing detail, student billing entries, etc. Retention: 3 years, then destroy Office: 1 year, then transfer to Montgomery College off-site storage Storage: 2 years, then destroy</p>

**Montgomery College Record Retention Schedule for
Office of Business Services – Organization 222xxx
Record Group #: 111**

Records Retention Schedule #: 10

Item #:	Series Title, Description, & Retention
10-26	<p><u>STUDENT CONTRACT SPONSOR BILLING</u> The invoice for students whose employers pay their tuition. The fees are paid in full and the contract and invoice are retained. Retention: 3 years or until audited, whichever is longer Office: 3 years or after audit, then destroy</p>
10-27	<p><u>BALANCE SHEETS</u> Daily batch totals which are the record of the cash summary from the campus cashier's offices with credit card slips, tapes and deposit slips. Retention: 7 years, then destroy Office: 2 years, then transfer to Montgomery College off-site storage Storage: 5 years, then destroy</p>
10-28	<p><u>INSTITUTIONAL INSURANCE RECORDS</u> Policies, Certificates of liability Insurance, correspondence, memoranda, renewal materials, some claims records and miscellaneous materials relating to the administration and renewal of institutional insurance policies. Retention: 7 years, then destroy Office: 2 years, then transfer to Montgomery College off-site storage Storage: 5 years, then destroy</p>
10-29	<p><u>WORKER' COMPENSATION FIRST REPORT OF INJURY</u> State of Maryland form that includes the following information: employers name and State mailing address; insurance policy; employee's name; address; Social Security Number; and occupation; occurrence-place of accident, date of injury/illness; physician's name and address; and hospital name and address. Retention: 30 years, then destroy Office: 30 years, then destroy unless litigation claims, complaints, or audits are in process before this retention period ends. Retain records under the hold until the hold is removed.</p>

**Montgomery College Record Retention Schedule for
Office of Information Technology – Organization 223xxx
Record Group #: 120**

Records Retention Schedule #: 11

Office of Information Technology – Organization 223xxx

Item #:	Series Title, Description, & Retention
11.1	<p><u>GENERAL CORRESPONDENCE AND OFFICE FILES</u> Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of Information Technology. Retention: 3 years, or permanent Office: Three years in OIT office, then screen materials. Retain permanently any material mandated by statute or that serves to document the history of the office or the College; and destroy remaining materials. Transfer historical materials to special collections. Special Collections: Permanent</p>
11.2	<p><u>PUBLICATIONS</u> Newsletters and publications related to the activities of the Information Technology Unit. Retention: 3 years, or permanent Office: Three years in OIT office, then screen materials. Retain permanently any material mandated by statute or that serves to document the history of the office or the College; and destroy remaining materials. Transfer historical materials to special collections. Special Collections: Permanent</p>
11.3	<p><u>EMAIL</u> – THIS RECORD SERIES WAS CLOSED AS OF 1/24/17.</p>
11.4	<p><u>DATABASE AUDIT LOGS</u> Logs Reviewing Daily activity to College’s databases Retention: 90 days, then destroy Office: OIT will retain logs for a period 90 days and then delete.</p>

**Montgomery College Record Retention Schedule for
Office of Information Technology – Organization 223xxx
Record Group #: 120**

Records Retention Schedule #: 11

Item #:	Series Title, Description, & Retention
11.5	<p><u>SERVICE DESK LOGS AND REPORTS</u></p> <p>Consists of records used to document requests for technical assistance and responses to these requests, as well as to collect information on the use of computer equipment to compile monthly and annual statistics, and for reference for planning, management analysis, and other administrative purposes.</p> <p>Retention: 3 years, then destroy</p> <p>Office: OIT will retain logs logs and reports in electronic form three years, then destroy.</p>
11.6	<p><u>CONNECTED BACKUP FILES OF INDIVIDUAL HARD DRIVES</u></p> <p>Daily backup of each staff or faculty workstation to a server in the Network Operations Center (NOC). Makes deleted files or older drafts of files available for limited period of time.</p> <p>Retention: 90 days</p> <p>Office: OIT will retain backup files of each staff and faculty workstation to a server in the College NOC. Versions of an individual file will be available for restoring for up to 90 days. Deleted files will be available for 90 days from the date of deletion. The account of a User who is no longer with the College will be deleted within 1-7 days, depending on workload, or legal holds.</p>
11.7	<p><u>NETWORK DRIVES BACK UP – TIVOLI/COMVAULT</u></p> <p>Files backing up all network drive and systems for backup and disaster recovery purposes. Tivoli (soon moving to Comvault) is used to back up the servers. Originally, the servers are backed up fully. Thereafter, they are backed up incrementally on a daily basis with a weekly full backup. Full backups are done on a regular basis for particular servers; neither the selection process for these backups, nor identification of these servers is documented. The eight most recent copies of the backups are kept.</p> <p>The primary backup data is kept at the Network Operations Center in Takoma Park on a SAN, configured to appear to TSM as LT04 tapes. A copy of the backup is sent daily via network to Rockville, to LTO4 tapes in a 3584 Tape Library. Should the main tapes at the NOC be destroyed, the backup tapes in RV can be used for restore. Tivoli is used for application restore. If it does not work, staff will reload the applications.</p> <p>Retention: 8 cycles</p> <p>Office: OIT will retain backups at two separate locations every day, and any given days backup is available for 8 days.</p>

**Montgomery College Record Retention Schedule for
Office of Information Technology – Organization 223xxx
Record Group #: 120**

Records Retention Schedule #: 11

Item #:	Series Title, Description, & Retention
11.8	<p><u>WEB DOCUMENTATION</u> Electronic files related to Web Pages and changes made to those web pages. Retention: Until superseded by upgrades or deletions. Office: Until superseded by upgrades or deletions</p>
11.9	<p><u>BANNER DOCUMENTATION</u> Electronic files relating to upgrades to College ERP system. Retention: Until superseded by further upgrades. Office: Until superseded by further upgrades</p>
11.10	<p><u>INFORMATION SYSTEMS DOCUMENTATION</u> Including: Application Development Files (Records created and used in the development, redesign, or modification of an automated system or application. These may include: project management records, status reports, draft system or subsystem specifications, draft user requirements and specifications, and memoranda and correspondence.); Source Code; Information Systems Specifications (User and operational documentation describing how an application system operates from a functional user and data processing point of view. Also, may include records documenting data entry, manipulation, output and retrieval, records necessary for using the system, including user guides, system or sub-system definitions, system flowcharts, program descriptions and documentation, job control or work flow records, system specifications, and input and output specifications.); Data Documentation (Records necessary to access, retrieve, manipulate and interpret data in an automated system. In addition, may include data element dictionary, file layout, code book or table, and other records that explain the meaning, purpose, structure, logical relationships, and origin of the data elements.); Hardware Documentation (Records documenting the use, operation, and maintenance of an agency's data processing equipment.); and Conversion/Migration Plans (Records that deal with the replacement of equipment or computer operating systems due to hardware/software obsolescence or maintenance.). Retention: Until Superseded Office: OIT will retain Information Systems Documentation until it is superseded by upgrades.</p>

**Montgomery College Record Retention Schedule for
Office of Information Technology – Organization 223xxx
Record Group #: 120**

Records Retention Schedule #: 11

Item #:	Series Title, Description, & Retention
11.11	<p><u>INFORMATION SYSTEMS EQUIPMENT SUPPORT</u> Information on data processing equipment, software, and other products and their vendors. Record of support services provided for specific data processing equipment, including site visit reports, service reports, service histories, and correspondence. Retention: Active plus 3 years, then destroy Office: Active plus 3 years, then destroy</p>
11.12	<p><u>INFORMATION SYSTEMS POLICIES</u> Policies, standards, procedures for data processing, including access, security, systems development, data retention and disposition, and data ownership. Records of procedures for data entry, the operation of computer equipment, production control, tape library, system backup, and other aspects of a data processing operation. Retention: Active plus 3 years, then destroy Office: Active plus three years, then destroy</p>
11.13	<p><u>SOFTWARE MANAGEMENT RECORDS</u> Records document the use of software in College information systems. The series is used to insure that College software packages are compatible, that license and copyright provisions are in compliance, and that upgrades are obtained in a timely manner. Records include software purchase records; software inventories; software licenses; site licenses; and correspondence. Retention: Until software is disposed of or upgraded, then destroy Office: OIT will maintain until software is disposed or upgraded, then destroy</p>
11.14	<p><u>TELECOMMUNICATIONS SYSTEM MANAGEMENT RECORDS</u> Records document the creation, modification, and disposition of College telecommunications systems. Records include: equipment records; repair order forms; system planning records; telecommunications maintenance contracts and service orders; and related correspondence. Retention: For life of system and then destroy Office: OIT will maintain for the life of the system, then destroy</p>

**Montgomery College Record Retention Schedule for
Office of Human Resources and Strategic Talent Management
Organization 224xxx
Record Group #: 114**

Records Retention Schedule #: 12

Human Resources & Strategic Talent Mgt. – Organization 224xxx	
Item #:	Series Title, Description, & Retention
12.1	<p><u>GENERAL CORRESPONDENCE AND OFFICE FILES</u> Correspondence, memoranda, and miscellaneous subject files relating to the activities of the office of the Associate Senior Vice President of Human Resources and Strategic Talent Management.</p> <p>Retention: 3 years, or permanent Office: 3 years, then screen for and destroy material having no further administrative, fiscal, legal, or operational value. Retain permanently any material that serves to document the origin, development, functions, and accomplishments of the office.</p> <p>Special Collections: Permanent</p>
<i>Classification & Compensation</i>	
12-2.1	<p><u>POSITION DESCRIPTION FILE</u> Position descriptions for Montgomery College employees. File contains supporting documentation for creating a new position, reclassification, and other classification actions.</p> <p>Retention: Permanent Office: Permanent</p>
12-2.2	<p><u>STAFF CLASSIFICATION FILE</u> Working file of classification specifications, specific job descriptions, list of budgeted positions, recommendations, and related information.</p> <p>Retention: Permanent Office: Permanent</p>
12-2.3	<p><u>FACULTY POSITION FILE</u> File contains and not limited to the following: faculty position description, personnel action forms (PAFs), initial salary placement form, Faculty Credential Summary Form for Initial Salary Placement.</p> <p>Retention: Permanent Office: Permanent</p>
12-2.4	<p><u>GENERAL CLASSIFICATION AND COMPENSATION FILE</u> File contains and not limited to the following: supporting documentation of a reorganization of a department/unit; organization charts; classification renewal project, and salary surveys.</p> <p>Retention: Permanent Office: Permanent</p>

**Montgomery College Record Retention Schedule for
Office of Human Resources and Strategic Talent Management
Organization 224xxx
Record Group #: 114**

Records Retention Schedule #: 12

12-2.5 CLASSIFICATION ACTION FILE

Documents supporting a variety of classification actions including, but not limited to, the following: individual position classification review requests and occupational job class studies.

Retention: Permanent

Office: Permanent

12-2.6 SALARY EQUITY REVIEW FILE

File contains equity review requests, supporting documentation and disposition of request.

Retention: 5 years

Office: 5 years, then destroy

Recruitment and Employment

12-3.1 APPLICATIONS

Applications for faculty, staff, and administrative positions at the College.

Retention: 3 years

Office: 3 years, then destroy

12-3.2 FACULTY / ADMINISTRATOR / STAFF RECRUITMENT RECORDS

Recruitment records maintained by HRSTM for positions at Montgomery College, including Affirmative Action recruitment and selection reports.

Retention: 6 years

Office: 2 years

Off-site: 4 years, then destroy

12-3.3 REQUESTS / STUDENTS: TEMPORARY ASSISTANTS

Requests for temporary and student assistants by academic departments and administrative offices (student employment form).

Retention: 3 years

Office: 3 years, then destroy

**Montgomery College Record Retention Schedule for
Office of Human Resources and Strategic Talent Management
Organization 224xxx
Record Group #: 114**

Records Retention Schedule #: 12

Item #:	Series Title, Description, & Retention
12-3.4	<p><u>FACULTY AND STAFF PERSONNEL FILES</u> The file contains materials collected at time of employment, including but not limited to the following: application and letters of recommendation, salary/compensation action authorizations (includes salary files), evaluations, Personnel Action Forms (PAFs) and other materials relevant to the individual's employment with the College. Retention: 3 years after termination of employment Office: Retain while active and for one year after termination of employment Off-site: 2 years, then destroy</p>
12-3.5	<p><u>PART-TIME FACULTY PERSONNEL FILES</u> The file contains materials collected at time of employment, including but not limited to the following: application and letters of recommendation, salary/compensation action authorizations (includes salary files), evaluations, Personnel Actions Forms (PAFS) and other materials relevant to the individual's employment with the College. Retention: 3 years after termination of employment Office: Retain while active and for one year after termination of employment Off-site: 2 years, then destroy</p>
12-3.6	<p><u>ADMINISTRATORS' PERSONNEL FILE</u> The file contains materials collected at time of employment, including but not limited the following: application and letters of recommendation, copies of salary authorizations and personnel actions, and other materials relevant to the administrator's employment with the College. Retention: 5 years Office: Retain while active and for 1 year after termination of employment Off-site: 4 years, then destroy</p>
12-3.7	<p><u>STUDENT ASSISTANT AND TEMPORARY EMPLOYEE FILES</u> The file contains requests for temporary and student assistants and include but not limited to the following: PAFs, application or resume, and other materials related to the individual's employment with the college. Retention: 3 years after termination of employment Office: 3 years after termination of employment, then destroy</p>

**Montgomery College Record Retention Schedule for
Office of Human Resources and Strategic Talent Management
Organization 224xxx
Record Group #: 114**

Records Retention Schedule #: 12

12-3.8 EMPLOYMENT RECORD CARDS

Cards containing employment information for faculty, students, temporaries, and staff. These cards are used as a cross reference to the files maintained by HRSTM. *(Note: cards were completed and used prior to the implementation of the first HR Information System; Cards are no longer produced.)*

Retention: 3 years after termination of the employee

Office: Retained in office while employee is actively employed

Off-site: 3 years after termination, then destroy

12-3.9 EMPLOYMENT ELIGIBILITY VERIFICATION (I-9 FORM)

I-9 Forms completed by employees hired after November 6, 1986 to verify eligibility to work.

Retention: 3 years after hire or 1 year after termination, whichever is later

Office: 3 years after hire or 1 year after termination, whichever is later, then destroy.

12-3.10 CRIMINAL BACKGROUND CHECK RESULTS

Results received for employee's whose position has access to children or other vulnerable populations.

Retention: Destroyed upon employee termination.

Office: Destroyed upon employee termination.

Labor Relations

12-4.1 COLLECTIVE BARGAINING RECORDS

All records relating to collective bargaining agreements at the College.

Retention: 25 years

Office: 10 years

Off-site: 15 years, then destroy

Employee Relations

12-5.1 EMPLOYEE ENGAGEMENT

Records pertaining to employee and labor relations, collective bargaining, personnel, Policies and Procedures, etc.

Retention: 25 years

Office: 10 years

Off-site: 15 years, then destroy

**Montgomery College Record Retention Schedule for
Office of Human Resources and Strategic Talent Management
Organization 224xxx
Record Group #: 114**

Records Retention Schedule #: 12

Benefits

12-6.1 PERSONNEL HEALTH INSURANCE RECORDS

Contracts with insuring agency, enrollment cards and forms, and related material.

Retention: 3 years after termination of policy or coverage

Office: 3 years after termination of policy or coverage, then destroy

12-6.2 PERSONNEL LIFE INSURANCE RECORDS

Contracts with insuring agency, enrollment cards and forms, and related material.

Retention: 3 years after termination of policy or coverage

Office: 3 years after termination of policy or coverage, then destroy

12-6.3 EAP/ TUITION WAIVER RECORDS

Application forms and any related records documenting the participation of College employees in Educational Assistance Plan benefits and Tuition Waiver Plan benefits.

Retention: 3 years

Office: 3 years, then destroy

12-6.4 INSTITUTIONAL INSURANCE RECORDS

Policies, certificates of liability, correspondence, memoranda, renewal materials, some claims records, and miscellaneous materials relating to the administration and renewal of institutional insurance policies.

Retention: 5 years after entire basic policy has been superseded

Office: 5 years after entire basic policy has been superseded, then destroy

12-6.5 CASH RECEIPTS

Cash receipts for benefits insurance premium payments made by former college employees, employees on leave without pay and other eligible individuals in order to continue participation in the College Benefits Program.

Retention: 3 years

Office: 3 years, then destroy

12-6.6 EMPLOYEE BENEFIT PLAN RECORDS

Records documenting deductions for health insurance, life insurance, and other employee benefits. Also covers miscellaneous records of employee participation in the college benefit plan.

Retention: 3 years after employee termination

Office: 3 years after employee termination, then destroy

**Montgomery College Record Retention Schedule for
Office of Human Resources and Strategic Talent Management
Organization 224xxx
Record Group #: 114**

Records Retention Schedule #: 12

Risk Management

12-7.1 WORKERS COMPENSATION RECORDS

Injury reports, medical reports, bills, and related material.

Retention: 30 years

Office: 3 years

Off-site: 27 years, then destroy

12-7.2 INSURANCE RECORDS

Insurance related records to include certificates of insurance, property and liability insurance claim files, and art exhibit insurance files.

Retention: 10 years

Office: 2 years

Off-site: 8 years, then destroy

12-7.3 EMPLOYEE TB TEST RESULTS

Per Maryland Department of Health and Mental Hygiene, and the OSHA/MOSH controls, the TB test results will be retained for 30 years from the date of the test.

Retention: 30 years

Office: 3 years

Off-site: 27 years, then destroy

Professional Development

12-8.1 LEAVE APPLICATIONS: FACULTY, STAFF AND ADMINISTRATORS

Original copies of applications signed by eligible employees who are requesting professional development/sabbatical leave and/or extended leave without pay. May also include any correspondence related to the application process.

Retention: 5 years

Office: 2 years

Off-site: 3 years then destroy

12-8.2 LEAVE AGREEMENTS: FACULTY, STAFF AND ADMINISTRATORS

Original copies of contractual agreements signed by employees who are awarded professional development/sabbatical leave and/or extended leave without pay. Includes all records related to professional development/sabbatical leave awards, such as applications, proposals, correspondence, and final reports.

Retention: 5 years

Office: 2 years

Off-site: 3 years then destroy

**Montgomery College Record Retention Schedule for
Office of Human Resources and Strategic Talent Management
Organization 224xxx
Record Group #: 114**

Records Retention Schedule #: 12

12-8.3 APPLICATIONS: FACULTY DEVELOPMENT (RE-TRAINING) PROGRAM

Original copies of applications signed by full-time faculty who are requesting participation in a graduate program or series of graduate courses to qualify to teach in a new discipline based on the needs and requirements of the College's academic programs. May also include any correspondence related to the application process.

Retention: 10 years
Office: 3 years
Off-site: 7 years, then destroy

12-8.4 AGREEMENTS FACULTY DEVELOPMENT (RE-TRAINING) PROGRAM

Original copies of contractual agreements signed by full-time faculty who are approved to participate in a graduate program or series of graduate courses to qualify to teach in a new discipline based on the needs and requirements of the College's academic programs. Includes records related to faculty development program, including applications, correspondence, transcripts, and reimbursement requests and related documents, if applicable.

Retention: 10 years
Office: 3 years
Archives: 7 years, then destroy

**Montgomery College Record Retention Schedule for
Procurement – Organization 225xxx
Record Group #: 115**

Records Retention Schedule #: 13

Procurement (OBS) – Organization 225xxx

Item #:	Series Title, Description, & Retention
13-1	<p><u>GENERAL CORRESPONDENCE AND OFFICE FILES</u> Correspondence, memoranda, and miscellaneous subject files relating to activities of the Office of the Director of Procurement.</p> <p>Retention: 3 years, or permanent Office: 3 years, then screen for and destroy material having no further administrative, fiscal, legal, or operational value. Retain permanently any material mandated by statute or historical materials that serve to document the origin, development, functions, and accomplishments of the office/college.</p> <p>Special Collections: Permanent</p>
13-2	<p><u>PURCHASE ORDERS AND SUPPORTING REQUISITIONS</u> College purchase orders with the signed requisitions.</p> <p>Retention: 6 years, or until audited, whichever is longer Office: 3 years after contract expiration date, then transfer to off-site storage Off-site: 3 years, then destroy</p>
13-3	<p><u>BIDS FILE – (NON-CONSTRUCTION RELATED)</u> Bid forms, tabulations, specifications, and original copies of vendor proposals.</p> <p>Retention: 5 years, or until audited, whichever is longer Office: 2 years after contract expiration date, then transfer to off-site storage Off-site: 3 years, then destroy</p>
13-4	<p><u>RECEIVING REPORTS</u> Receipt forms for items received in the central receiving area. This record series includes another copy of the purchase order and a delivery record.</p> <p>Retention: 5 years, or until audited, whichever is longer Office: 2 years, then transfer to off-site storage Off-site: 3 years, then destroy</p>
13-5	<p><u>BIDS FILE – CONSTRUCTION ONLY – EFFECTIVE JANUARY 2010</u> Bid and contracts for construction of new and renovated buildings and roads.</p> <p>Retention: 5 years, or until audited, whichever is longer Office: 2 years after project completion, then transfer to off-site storage Off-site: 3 years, then destroy</p>

**Montgomery College Record Retention Schedule for
Procurement – Organization 225xxx
Record Group #: 115**

Records Retention Schedule #: 13

Item #:	Series Title, Description, & Retention
13-6	<p><u>PROPERTY CONTROL REPORTS AND RECORDS (RE-OPENED AS OF 07/01/2013)</u> Records documenting the acquisition and internal control of inventorial property of the College. Retention: 5 years, or until audited, whichever is longer Office: 2 years, then transfer to off-site storage Off-site: 3 years, then destroy</p>
13-7	<p><u>PROCUREMENT THROUGH OTHER AGENCIES (PTOA) (NEW AS OF 07/01/2013)</u> Memos regarding purchases through other agencies, corresponding requisitions, purchase orders, and other support documents related to the PTOA. Retention: 5 years, or until audited, whichever is longer Office: 2 years after contract expiration date, then transfer to off-site storage Off-site: 3 years, then destroy</p>
13-8	<p><u>PURCHASING CARD FILES (NEW AS OF 09/30/2016)</u> Applications for new purchasing card, expense reports, receipts, and any other pertinent correspondence relating to P-card accounts. Pcard holders are responsible to maintain the Pcard files in their office via originals or scanned copies. Retention: 5 years, or until audited, whichever is longer Office: 5 years in office, then destroy</p>

**Montgomery College Record Retention Schedule for
Facilities – Organization 226xxx
Record Group #: 117**

Records Retention Schedule #: 14

Facilities – Organization 226xxx

Central Facilities

Item #: Series Title, Description, & Retention

14-1 **GENERAL CORRESPONDENCE AND OFFICE FILES**

Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Vice President of Facilities & Security.

Retention: 3 years, or permanent

Office: 3 years, then screen for and destroy materials having no further administrative, fiscal, legal, or operational value. Retain permanently any materials mandated by statute or that serves to document the origin, development, functions, and accomplishments of the office. Transfer permanent historical or statute mandated materials to Special Collections.

**Special
Collections:** Permanent

14-2 **LAWS, CODES, RULES AND POLICIES**

Records relating to legal requirements and established College policies governing College Facilities.

Retention: Permanent

Office: Permanent

**Montgomery College Record Retention Schedule for
Facilities – Organization 226xxx
Record Group #: 117**

Records Retention Schedule #: 14

Capital Planning & Design and Construction Management

Item #: Series Title, Description, & Retention

14-3 GENERAL CORRESPONDENCE AND OFFICE FILES

Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Directors of Capital Planning & Design and Construction Management.

Retention: 3 years or permanent

Office: 3 years, then screen for and destroy materials having no further administrative, fiscal, or legal, or operational value. Retain permanently any materials mandated by statute or that serves to document the origin, development, functions, and accomplishments of the office. Transfer permanent historical or statute mandated materials to Special Collections.

Special Collections: Permanent

14-4 CAPITAL PROJECTS RECORDS

Records relating to capital development projects, including legal, financial, planning, construction, and State and Federal funding files, as well as correspondence, reports, specifications, drawings, plans and miscellaneous materials.

Retention: Permanent, for the life of the building

Office: Retain files on individual projects for two years after project formally closed; then scan files and retain for the life of the building.

14-5 SPECIFICATIONS, PLANS, AND DRAWINGS

Specifications, plans, and drawings of buildings, systems, and equipment now in service.

Retention: Permanent

Office: Permanent

**Montgomery College Record Retention Schedule for
Facilities – Organization 226xxx
Record Group #: 117**

Records Retention Schedule #: 14

Campus Facilities Directors

Item #: Series Title, Description, & Retention

14-6 GENERAL CORRESPONDENCE AND OFFICE FILES

Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Campus Facilities Directors.

Retention: 3 years, or permanent

Office: 3 years, then screen for and destroy materials having no further administrative, fiscal, legal, or operational value. Retain permanently any materials mandated by statute or that serves to document the origin, development, functions, and accomplishments of the office. Transfer permanent historical or statute mandated materials to Special Collections.

Special Collections: Permanent

14-7 CENTRALIZED MAINTENANCE ACCOUNTS FILES

Records of supplies and equipment ordered for College facilities, including requisitions and related papers providing a full description of each item ordered and why it was needed.

NOTE: These records are in a CMMS database - Computerized maintenance management.

Retention: Retain for the life of the equipment and for three years thereafter

Office: For total retention period, then destroy

14-8 MAINTENANCE PROGRAMS FILES

Specific information, including correspondence, memoranda, literature, etc. regarding buildings, systems, and equipment in service.

Retention: Retain for life of the equipment

Office: Material having continuing administrative or legal value to the office to be retained until such value ends.

14-9 INSPECTION SHEETS

Equipment-check forms prepared daily by stationary engineers.

Note: These Records are now in a computerized maintenance management system, the CMMS. No paper forms are used.

Retention: 3 years or life of the equipment

Office: 3 years or life of the equipment, then destroy

**Montgomery College Record Retention Schedule for
Facilities – Organization 226xxx
Record Group #: 117**

Records Retention Schedule #: 14

Campus Facilities Directors

Item #: Series Title, Description, & Retention

- 14-10** **SERVICE REQUESTS RECORDS**
Service request forms with record of work completed.
NOTE: These Records are now in a computerized maintenance management system, the CMMS.
Retention: 3 years or for life of the equipment
Office: 3 years, then destroy
-
- 14-11** **SPACE RESERVATION FILE ()**
Record of all events taking place requiring the use of College facilities, including original request, reservation form, copy of receipt, etc. indicating payment has been made to Cashier, and any related papers.
NOTE: These records are in the Banner Events Management Module.
Retention: As required by Banner for room use information
Office: 3 year, then destroy (certain paper forms if needed)

**Montgomery College Record Retention Schedule for
Facilities – Organization 226xxx
Record Group #: 117**

Records Retention Schedule #: 14

Office of Safety and Security Record Group #'s: 288 (TP/SS); 388 (RK); 488 (GT)

Item #: Series Title, Description, & Retention

14-12 GENERAL CORRESPONDENCE AND OFFICE FILES

Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of Safety and Security.

Retention: 3 years, or permanent

Office: 3 years, then screen for and destroy materials having no further administrative, fiscal, legal, or operational value. Retain permanently any materials mandated by statute or that serves to document the origin, development, functions, and accomplishments of the office. Transfer permanent historical or statute mandated materials to Special Collections.

Special Collections: Permanent

14-13 SECURITY DAILY LOG BOOKS AND INCIDENT REPORTS

Daily record of security checks and offenses committed, and offense reports prepared as required. (NOTE: The Log is in an excel spreadsheet, and incident reports are stored in a database.)

Retention: 7 years

Office: 7 years

Archives: 7 years, then destroy

14-14 PARKING TICKETS

Parking ticket records.

Retention: Retain for 5 years after ticket date of issuance or until audited.

Office: For total retention period then destroy

14-15 VEHICLE REGISTRATION RECORDS

Registration records completed by students and employees, including name, make of car, owner, tag number, and registration number.

Retention: 1 year after termination of registration

Office: For total retention period, then destroy

**Montgomery College Record Retention Schedule for
Auxiliary Services – Organization 227xxx
Record Group #: 136 + Stores: TP/SS = 237, CF = 239, RV = 337, GT = 437**

Records Retention Schedule #: 15

Auxiliary Services (OBS) – Organization 227xxx

Item #:	Series Title, Description, & Retention
15-1	<p><u>GENERAL CORRESPONDENCE AND OFFICE FILES</u> Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of the Director of Auxiliary Services.</p> <p>Retention: 3 years, or permanent</p> <p>Office: 1 year, then screen for and destroy material having no further administrative, fiscal, legal, or operational value. Transfer business records (e.g., purchase card documents) that have continuing value to off-site storage. Transfer material that serves to document the history of the office/college to Special Collections.</p> <p>Off-site: 2 years (business records), then destroy</p> <p>Special Collections: Permanent (historical records)</p>
15-2	<p><u>AUXILIARY SERVICES - CREDIT CARD RECORDS, INVENTORY REPORTS AND SAFE COUNT LOGS</u> Credit Card records, inventory reports and safe count logs produced during the financial operations of the various Auxiliary Services under the supervision of the Associate Director of Retail Operations.</p> <p>Retention: 2 years</p> <p>Office: 6 months</p> <p>Off-site: 18 months, then destroy</p>
15-3	<p><u>AUXILIARY SERVICES - SALES TAX RECORDS</u> Sales Tax records [to include: cash reports; English Speaker Other Languages (ESOL) and Graduation Equivalency Degree (GED) sales reports; rental contracts; agency charges; miscellaneous charges] documenting the financial operations of the various Auxiliary Services under the supervision of the Associate Director of Retail Operations.</p> <p>Retention: 4 years</p> <p>Office: 1 year</p> <p>Off-site: 3 years, then destroy</p>

**Montgomery College Record Retention Schedule for
Auxiliary Services – Organization 227xxx
Record Group #: 136 + Stores: TP/SS = 237, CF = 239, RV = 337, GT = 437**

Records Retention Schedule #: 15

Item #:	Series Title, Description, & Retention
15-4	<p><u>AUXILIARY SERVICES - OTHER FINANCIAL RECORDS</u> Financial records (to include: buyback records) that document the financial operations of the Auxiliary Services under the supervision of the Associate Director of Retail Operations. Retention: 3 years Office: 6 months Off-site: 18 months, then destroy</p>
15-5	<p><u>AUXILIARY SERVICES - STUDENT FINANCIAL AID RECORDS</u> Student Financial Aid records that document the financial operations of the Auxiliary Services under the supervision of the Associate Director of Retail Operations. Retention: 6 years Office: 6 months Off-site: 5 years and 6 months, then destroy</p>
15-6	<p><u>AUXILIARY SERVICES - ACCOUNTS PAYABLE RECORDS - ALL CAMPUSES</u> Invoices, purchase orders, charge backs and other related materials produced and/or utilized by the College Bookstores (including Purchasing office) and the Auxiliary Services Central Office to document daily financial operations. Retention: 3 years Office: 1 year Off-site: 2 years, then destroy</p>

**Montgomery College Record Retention Schedule for
Budget and Fiscal Analysis – Organization 230xxx
Record Group #: 113**

Records Retention Schedule #: 16

Budget and Fiscal Analysis (OMB) – Organization 230xxx

Item #: Series Title, Description, & Retention

16-1 **GENERAL CORRESPONDENCE AND OFFICE FILES**

Correspondence, memoranda, and miscellaneous subject files relating to activities of the Vice President of Budget and Fiscal Analysis.

Retention: 3 years, or permanent

Office: 3 years, then screen materials. Retain permanently *only* materials mandated by statute or materials that serve to document the history of the office or the College; destroy all remaining materials. Transfer materials of historical value to Special Collections.

Special

Collections: Permanent

16-2 **BUDGET: BACKUP MATERIALS**

Source materials, original budget requests, budget review materials, drafts of budget at various stages, and related materials pertaining to the development of the annual operating budget.

Retention: 6 years

Office: 2 years, then transfer to off-site storage

Off-site 4 years, then destroy

Storage:

Academic Affairs

**Montgomery College Record Retention Schedule for
Academic Affairs – Organization 240xxx
Record Group #: 105**

Records Retention Schedule #: 17

Academic Affairs – Organization 240xxx

Item #:	<u>Series Title, Description, & Retention</u>
17-1	<p><u>GENERAL CORRESPONDENCE AND OFFICE FILES</u> Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of Senior Vice President for Academic and Student Affairs. Retention: 15 Office: 3 years, then screen for and destroy material having no further administrative, fiscal, legal, or operational value. Transfer business records that have continuing value to off-site storage. Transfer material that serves to document the history of the office/college to Special Collections. Off-site: 12 years (business records), then destroy</p>
17-2	<p><u>ACADEMIC INITIATIVES FILES</u> Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of Vice President for Academic Initiatives and Partnerships. Retention: 25 years Office: 3 years, then screen for and destroy material having no further administrative, fiscal, legal, or operational value. Transfer business records that have continuing value to off-site storage. Transfer material that serves to document the history of the office/college to Special Collections. Off-site: 22 years (business records), then destroy</p>
17-3	<p><u>ARTICULATION AND TRANSFER OPTION FILES</u> Correspondence, memoranda, and miscellaneous subject files relating to the activities of articulation agreements/MOUs and transfer options. Retention: 25 years Office: 3 years, then screen for and destroy material having no further administrative, fiscal, legal, or operational value. Transfer business records that have continuing value to off-site storage. Transfer material that serves to document the history of the office/college to Special Collections. Off-site: 22 years (business records), then destroy</p>

**Montgomery College Record Retention Schedule for
Academic Affairs – Organization 240xxx
Record Group #: 105**

Records Retention Schedule #: 17

Item #:	Series Title, Description, & Retention
17-4	<p><u>MONTGOMERY COUNTY COLLABORATION BOARD AND CLUSTER ADVISING BOARDS FILES</u> Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Montgomery County Collaboration Board and Cluster Advising Boards.</p> <p>Retention: 25 years</p> <p>Office: 3 years, then screen for and destroy material having no further administrative, fiscal, legal, or operational value. Transfer business records that have continuing value to off-site storage. Transfer material that serves to document the history of the office/college to Special Collections.</p> <p>Off-site: 22 years (business records), then destroy</p>
17-5	<p><u>PRE K – 20 COUNCIL FILES</u> Correspondence, memoranda, and miscellaneous subject files relating to the MCPS/MC/USM Pre-K – 20 Council.</p> <p>Retention: 25 years</p> <p>Office: 3 years, then screen for and destroy material having no further administrative, fiscal, legal, or operational value. Transfer business records that have continuing value to off-site storage. Transfer material that serves to document the history of the office/college to Special Collections.</p> <p>Off-site: 22 years (business records), then destroy</p>
17-6	<p><u>PARTNERSHIPS FILES</u> Correspondence, memoranda, and miscellaneous subject files relating to external partnerships and partnership activities.</p> <p>Retention: 25 years</p> <p>Office: 3 years, then screen for and destroy material having no further administrative, fiscal, legal, or operational value. Transfer business records that have continuing value to off-site storage. Transfer material that serves to document the history of the office/college to Special Collections.</p> <p>Off-site: 22 years (business records), then destroy</p>

**Montgomery College Record Retention Schedule for
Academic Affairs – Organization 240xxx
Record Group #: 105**

Records Retention Schedule #: 17

Item #:	Series Title, Description, & Retention
17-7	<p><u>LEARNING AND INNOVATION FILES</u> Correspondence, memoranda, and miscellaneous subject files relating to Learning College, Learning and Innovation. Retention: 25 Office: 3 years, then screen for and destroy material having no further administrative, fiscal, legal, or operational value. Transfer business records that have continuing value to off-site storage. Transfer material that serves to document the history of the office/college to Special Collections. Off-site: 22 years (business records), then destroy</p>
17-8	<p><u>STAR SCHOLARSHIP FILES</u> Correspondence, memoranda, bank statements with copies of checks, and miscellaneous subject files relating to Star Scholarships. Retention: 25 years Office: 3 years, then transfer to off-site storage Off-site: 22 years, then destroy</p>
17-9	<p><u>ESL FILES</u> Correspondence, memoranda, subject files, data and records related to the English as a Second Language program. Retention: 25 years Office: 3 years, then transfer to off-site storage Off-site: 22 years, then destroy</p>
17-10	<p><u>RETREAT FILES, NEWSLETTERS</u> Correspondence, memoranda/newsletters, materials related to the retreats of the Office of Executive Vice President for Academic and Student Affairs. Retention: 25 years Office: 3 years, then transfer to off-site storage Off-site: 22 years, then destroy</p>

**Montgomery College Record Retention Schedule for
Academic Affairs – Organization 240xxx
Record Group #: 105**

Records Retention Schedule #: 17

Item #: Series Title, Description, & Retention

- 17-11** **CONFIDENTIAL OFFICE FILES: PERSONNEL/STUDENT COMPLAINTS & GRIEVANCES FILES**
Correspondence, memoranda, and investigation documents related to office Personnel and student complaints or grievances regarding academic issues.
- Retention:** 20 years
- Office:** 3 years, then screen for and destroy material having no further administrative, fiscal, legal, or operational value. Transfer business records that have continuing value to off-site storage. Transfer material that serves to document the history of the office/college to Special Collections.
- Off-site:** 17 years (business records), then destroy

**Montgomery College Record Retention Schedule for
Libraries – Organization 241xxx
Record Group #: 241**

Records Retention Schedule #: 18

Libraries – Organization 241xxx

Item #:	Series Title, Description, & Retention
18-1	<p><u>INTERLIBRARY LOAN BORROWING REQUESTS</u> Requests generated by Montgomery College Libraries' patrons to borrow books and other materials from off-campus sources.</p> <p>Retention: 3 years, then destroy; Electronic Records Storage: <i>ILLiad system</i> Office: Retain in electronic form for 3 years, then destroy</p>
18-2	<p><u>TRANSACTION LOGS</u> Retain inactive patron records with fines/fees in perpetuity according to College policy with annual analysis of these records for purge opportunities according to College procedures.</p> <p>Retention: Retain in electronic form; Electronic Records Storage: <i>Voyager Integrated Library System</i> Office: Retain and conduct annual analysis for appropriate destructions per College policy</p>
18-3	<p><u>PATRON INFORMATION</u> Names and contact information of Montgomery College Libraries' patrons.</p> <p>Retention: Retain in electronic form until patron becomes inactive at the College, then destroy; Electronic Records Storage: <i>Voyager Integrated Library System</i> Office: Retain as calculated above, then destroy</p>
18-4	<p><u>PATRON NOTICES</u> Recall, availability, and overdue notices sent to Montgomery College Libraries' patrons.</p> <p>Retention: 1 year, then destroy; Electronic Records Storage: <i>Voyager Integrated Library System</i> Office: 1 year, then destroy</p>

**Montgomery College Record Retention Schedule for
Libraries – Organization 241xxx
Record Group #: 241**

Records Retention Schedule #: 18

Item #:	Series Title, Description, & Retention
18-5	<p><u>LOST BOOK REPORTS</u> Report listing books identified as missing in the Montgomery College Libraries' collection.</p> <p>Retention: 1 year, then destroy; Electronic Records Storage: <i>Voyager Integrated Library System</i></p> <p>Office: Retain in electronic form for 1 year, then destroy</p>
18-6	<p><u>RESERVE REQUESTS – DISCONTINUED AS OF JULY 2017</u> Records of items on reserve charged out to Montgomery College Libraries' patrons.</p> <p>Retention: 1 month, then destroy</p> <p>Office: Retain in electronic form for 1 month, then destroy</p>
18-7	<p><u>FACULTY LISTS FOR RESERVES</u> Lists of materials that Montgomery College faculty members have requested to be held on reserve.</p> <p>Retention: Academic semester, then destroy; Electronic Records Storage: <i>Ares system</i></p> <p>Office: Retain in electronic form for academic semester, then destroy</p>
18-8	<p><u>CIRCULATION STATISTICS – DISCONTINUED AS OF JULY 2017</u> Circulation statistics, reserves processing, holds, recalls, temporary conversions, tracers, and claims returned per patron.</p> <p>Retention: 1 year, then destroy</p> <p>Office: Retain in electronic form for 1 year, then destroy</p>
18-9	<p><u>TRAFFIC REPORTS – DISCONTINUED AS OF JULY 2017</u> Records of hourly turnstile exit counts.</p> <p>Retention: 2 years, then destroy</p> <p>Office: Retain for 2 years, then destroy</p>

**Montgomery College Record Retention Schedule for
Libraries – Organization 241xxx
Record Group #: 241**

Records Retention Schedule #: 18

Item #:	Series Title, Description, & Retention
18-10	<p data-bbox="332 373 974 405"><u>CREDIT CARD RECEIPTS</u> – DISCONTINUED AS OF JULY 2017</p> <p data-bbox="332 411 1409 674">Each Cardholder is required to maintain records and original receipts relating to all individual purchases. Records must include (1) one copy of the monthly bank statement with the Account Manager’s signature, or approved expense report; (2) all original receipts associated with a statement; (3) the Purchasing Transaction Log; (4) the M&T Bank Purchasing Cardholder Dispute Form for any disputed items associated with the statement, and (5) Debarment check results if using grant funds.</p> <p data-bbox="332 709 779 741">Retention: 5 years, then destroy</p> <p data-bbox="332 747 914 779">Office: Retain for 5 years, then destroy</p>
18-11	<p data-bbox="332 814 581 846"><u>COMPUTER USE DATA</u></p> <p data-bbox="332 852 1299 926">Log information related to patron use of public computers stored in public computer authentication system.</p> <p data-bbox="332 957 1339 989">Retention: 1 year, then destroy; Electronic Records Storage: Pharos System</p> <p data-bbox="332 995 1136 1024">Office: Retain in electronic form for 1 year, then destroy</p>

**Montgomery College Record Retention Schedule for
Libraries Special Collections – Organization 241xxx
Record Group #: 700-800-900**

Records Retention Schedule #: 19

Libraries Special Collections – Organization 241xxx

Item #:	Series Title, Description, & Retention
19-1	<p><u>COLLEGE ORGANIZATIONS</u> Minutes, reports, and related records of the Montgomery College senates, assemblies, committees, subcommittees, associations, councils and boards. Archives: Permanent retention</p>
19-2	<p><u>PUBLICATIONS/STUDIES/REPORTS</u> Regular and special publications, studies, and reports pertaining to Montgomery College. Archives: Permanent retention</p>
19-3	<p><u>SPECIAL COLLECTIONS</u> Records of schools associated with Montgomery College; photographs; personnel papers; unique materials donated by faculty, staff, and the Montgomery County committee members that pertain to the College and document its history. Archives: Permanent retention</p>

**Montgomery College Record Retention Schedule for
Provost Offices – Organizations 310xxx, 410xxx, & 510xxx
Record Group #: TP/SS = 225, RV = 325, GT = 425**

Records Retention Schedule #: 20

Provost Offices – Organizations 310xxx, 410xxx, & 510xxx

Item #:	Series Title, Description, & Retention
20-1	<p><u>GENERAL CORRESPONDENCE AND OFFICE FILES</u> Correspondence, memoranda, and miscellaneous subject filed relating to the activities of the Office of the Provost. Retention: 3 years, or permanent Office: 3 years, then screen for and destroy any material not of historical value; transfer remaining materials to Special Collections. Special Collections: Permanent</p>
20-2	<p><u>ANNUAL REPORTS</u> Annual reports of academic areas and administrative office of the campus and areas of responsibility for which the Provost Office has oversight accountability. Retention: 2 years, or permanent Office: 2 years, then screen for and destroy any material not of historical value; transfer remaining materials to Special Collections. Special Collections: Permanent</p>
20-3	<p><u>CAMPUS ADVISORY GROUPS</u> Minutes and related records of the proceedings of the campus advisory groups and committees. Retention: 2 years, or permanent Office: 2 years, then screen for and destroy any material not of historical value; transfer remaining materials to Special Collections. Special Collections: Permanent</p>

**Montgomery College Record Retention Schedule for
Instructional Deans – Organizations 31005x – 380xx, 4300xx – 4500xx, 5300xx – 5400xx**

Record Group #s:

- 226, 227, 229 = TP/SS Natural/Applied Sciences, Business, Management, & Information Sciences
- 228 = TP/SS Arts, Humanities, and Social Sciences
- 230 = TP/SS Health Sciences
- 326 = RV Instructional Deans
- 426 = GT Science, Math, & Technology
- 427 = GT Humanities, Social Science, and Education

Records Retention Schedule #: 21

Instructional Deans

Organizations 31005x – 380xx, 4300xx – 4500xx, 5300xx – 5400xx

Item #:	Series Title, Description, & Retention
21-1	<p><u>GENERAL CORRESPONDENCE AND OFFICE FILES</u> Correspondence, memoranda, leave and substitute forms, non-FAFSA-related scholarships applications, letters of recommendation, and miscellaneous subject files relating to activities of the offices of the Instructional Deans.</p> <p>Retention: 3 years, or permanent Office: 3 years, then screen for any material mandated by statute or that serves to document history of the office or the College; destroy remaining materials. Transfer historical materials to Special Collections.</p> <p>Special Collections: Permanent</p>
21-2	<p><u>RECORDS OF STUDENT INCIDENTS, COMPLAINTS, OR PROBLEMS</u> All records of student incidents, complaints, or problems.</p> <p>Retention: 2 years, then destroy Office: 2 years, then destroy</p>
21-3	<p><u>DEPARTMENT CHAIR / AREA MEETINGS</u> Minutes of the proceedings of the meetings of area department chairs and area/division meetings (if any) and related meeting materials.</p> <p>Retention: 2 years, or permanent Office: 2 years, then screen for any material mandated by statute or that serves to document history of the office/College; destroy remaining materials. Transfer historical materials to Special Collections.</p> <p>Special Collections: Permanent</p>

**Montgomery College Record Retention Schedule for
Instructional Deans – Organizations 31005x – 380xx, 4300xx – 4500xx, 5300xx – 5400xx**

Record Group #s:

- 226, 227, 229 = TP/SS Natural/Applied Sciences, Business, Management, & Information Sciences
- 228 = TP/SS Arts, Humanities, and Social Sciences
- 230 = TP/SS Health Sciences
- 326 = RV Instructional Deans
- 426 = GT Science, Math, & Technology
- 427 = GT Humanities, Social Science, and Education

Records Retention Schedule #: 21

Item #:	Series Title, Description, & Retention
21-4	<p><u>SUCCESSFUL GRANTS APPLICATIONS AND FILES</u> Applications for grants, programmatic files, reports, and back up information for successful applications. Retention: 7 years after grant closes Office: 3 years after close of the grant, then transfer to off-site storage Off-site: 4 years, then destroy</p>
21-5	<p><u>UNSUCCESSFUL GRANTS APPLICATIONS AND FILES</u> Applications for grants, programmatic files, reports, and back up information for applications that were not awarded. Retention: 1 year after grant application Office: 1 year after grant application, then destroy</p>
21-6	<p><u>SUMMARIES OF COURSE CONTENT</u> Copies of course objectives, course outlines, syllabi and final examinations for all credit courses. Retention: 5 years, or until post re-accreditation value expires, then destroy Office: 5 years, then screen for and destroy materials that do not have continuing administrative value for re-accreditation. Retain any materials with administrative value for re-accreditation; and destroy after re-accreditation period.</p>
21-7	<p><u>UNCLAIMED STUDENT COPIES OF FINAL EXAMS AND PAPERS</u> Competed final exams and papers that the student has not picked up at the end of the term.. Retention: 1 year, then destroy Office: 1 year, then destroy</p>
21-8	<p><u>STAFF LEAVE FORMS</u> Request for short-term leave forms from associate, support, and administrative staff. Retention: 1 year, then destroy Office: 1 year, then destroy</p>

**Montgomery College Record Retention Schedule for
Workforce Development and Continuing Education (WDCE) – Organization 600xxx
Record Group #: 175**

Records Retention Schedule #: 22

Workforce Development and Continuing Education – Organization 600xxx

Item #:	Series Title, Description, & Retention
22-1	<p><u>GENERAL CORRESPONDENCE AND OFFICE FILES</u> Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of Workforce Development and Continuing Education. Retention: 3 years, or Permanent Office: 3 years, then screen for and destroy material having no further administrative, fiscal, legal, or operational value. Retain permanently any material mandated by statute or historical materials that serve to document the origin, development, functions, and accomplishments of the office/college. Special Collections: Permanent</p>
22-2	<p><u>MARYLAND HIGHER EDUCATION COMMISSION (MHEC) STATE (YEAR END) SUBMISSION FOR APPROVED COURSES FOR STATE FUNDING RECORDS</u> Copies of MHEC form CC-3 and back up information for submission. Retention: Permanent Office: Permanent</p>
22-3	<p><u>MHEC STATE COURSE APPROVALS</u> Copies of MHEC form CC-10, or equivalent, indicating state approval or disapproval of Continuing Education non-credit courses for state aid. Retention: 6 years, after conclusion of approval period for approved courses 6 years for non-approved courses Office: 6 years as specified above, then destroy</p>
22-4	<p><u>PROGRAM FILES</u> Folders for noncredit courses (except real estate courses) offered through the Office of Workforce Development & Continuing Education including such items as instructors' contracts, handout materials, any evaluation sheets, record of any certificates granted, and related papers; such as registrations and class lists. This series does not include granted certificates. Retention: 7 years Office: 2 years, then transfer to off-site storage Off-site: 5 years, then destroy</p>

**Montgomery College Record Retention Schedule for
Workforce Development and Continuing Education (WDCE) – Organization 600xxx
Record Group #: 175**

Records Retention Schedule #: 22

Workforce Development and Continuing Education – Organization 600xxx

Item #:	Series Title, Description, & Retention
22-5	<p><u>REAL ESTATE PROGRAM FILES</u> Folders for real estate courses offered through the Office of Workforce Development and Continuing Education including such items as instructors' contracts, handout materials, any evaluation sheets, and related papers; such as registrations and class lists. This series does not include granted certificates. (Note: This series does not include personnel actions maintained by the Human Resources Office.) Retention: 7 years Office: 7 years, then destroy</p>
22-6	<p><u>DISCONTINUED AS OF MARCH 2016</u> <u>PROGRAM CERTIFICATES</u> Certificates granted by the WD&CE programs, including real estate certifications. Retention: Permanent Office: 3 years Off-site: Permanent</p>
22-7	<p><u>WD&CE CONFERENCE/WORKSHOPS RECORDS</u> Records of conferences and workshops sponsored by the Office of Workforce Development and Continuing Education including handouts, budgets, records of proceedings, and related papers. Retention: 5 years Office: 2 years, then transfer to off-site storage Off-site: 3 years, then destroy</p>
22-8	<p><u>WD&CE NON-CREDIT REGISTRATIONS</u> Non-credit registrations processed by WD&CE Customer Service. Retention: 5 years Office: 5 years, then destroy</p>
22-9	<p><u>WD&CE NON-CREDIT SCHOLARSHIP AWARDS</u> Non-credit Scholarship award letter and backup information. Retention: 3 years Office: 3 years, then destroy</p>

**Montgomery College Record Retention Schedule for
Workforce Development and Continuing Education (WDCE) – Organization 600xxx
Record Group #: 175**

Records Retention Schedule #: 22

Item #:	Series Title, Description, & Retention
22-10	<p><u>FINANCIAL RECORDS</u> Deposit Sheets, credit card receipts, accounting records, and related financial records documenting the receipt of tuition and fees for non-credit courses offered through the Office of Workforce Development & Continuing Education. Retention: 2 years Office: 2 years, then destroy</p>
22-11	<p><u>CREDITED PROGRAM FINANCIAL RECORDS</u> Registration source documents and related financial records documenting the receipt of tuition and fees for credit programs including Prior Learning Program offered through the Office of Workforce Development & Continuing Education. Retention: 3 years Office: 1 year, then transfer to off-site storage Off-site: 2 years, then destroy</p>
22-12	<p><u>DISCONTNUED</u> – Series Closed 9/15 due to transfer of responsibility to HR. <u>FACULTY FOLDERS</u></p>

Student Affairs

**Montgomery College Record Retention Schedule for
Student Affairs – Organization 250xxx
Record Group #: 106**

Records Retention Schedule #: 23

Student Affairs – Organization 250xxx

Item #:	Series Title, Description, & Retention
23-1	<p><u>GENERAL CORRESPONDENCE AND OFFICE FILES</u> Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of Senior Vice President for Academic and Student Affairs.</p> <p>Retention: 25 years</p> <p>Office: 3 years, then screen for and destroy material having no further administrative, fiscal, legal, or operational value. Transfer remaining materials to off-site storage</p> <p>Off-Site Storage: 22 years, then destroy</p>
23-2	<p><u>CONFIDENTIAL OFFICE FILES: PERSONNEL/STUDENT COMPLAINTS & GRIEVANCES FILES</u> Correspondence, memoranda, and investigation documents related to Personnel and student complaints and/or grievances</p> <p>Retention: 3 years, or permanent</p> <p>Office: 3 years, then screen for and destroy any material not of historical value; transfer remaining materials to Special Collections.</p> <p>Special Collections: Permanent (historical materials)</p>

**Montgomery College Record Retention Schedule for
Student Affairs Deans – Organizations 253xxx, 254xxx, & 255xxx
Record Group #: 234=TP/SS, 334=RV, 434=GT, 534=Access, 634=Success, 734=Engagement**

Records Retention Schedule #: 24

Student Affairs Deans – Organizations 253xxx, 254xxx, & 255xxx

Item #:	Series Title, Description, & Retention
24-1	<p><u>GENERAL CORRESPONDENCE AND OFFICE FILES</u> Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of Student Affairs. Retention: 3 years Office: 3 years, then destroy</p>
24-2	<p><u>STUDENT AFFAIRS CONTRACTS</u> Contracts between the College and entertainers, speakers, or others who are employed by Student Affairs. Retention: 6 years Office: 6 years, then destroy</p>
24-3	<p><u>STUDENT GOVERNMENT RECORDS</u> Minutes and related records of student groups. Retention: 6 years Office: 6 years, then screen for historical materials; then transfer any historical materials to Special Collections and destroy remaining materials Special Collections Permanent (historical materials)</p>
24-4	<p><u>DISABILITY SUPPORT SERVICES FILES</u> Folders containing test results and other related material for students with disabilities. Retention: 6 years Office: 6 years, then destroy</p>
24-5	<p><u>STUDENT RECOMMENDATIONS AND BACKGROUND CHECKS</u> Transfer letters of recommendations & background checks from the Dean to colleges/universities or other agencies. Retention: 10 years Office: 10 years, then destroy</p>

**Montgomery College Record Retention Schedule for
Student Affairs Deans – Organizations 253xxx, 254xxx, & 255xxx
Record Group #: 234=TP/SS, 334=RV, 434=GT, 534=Access, 634=Success, 734=Engagement**

Records Retention Schedule #: 24

Item #:	Series Title, Description, & Retention
24-6	<p><u>FINANCIAL/BUDGET RECORDS</u> Records documenting the Student Affairs budget and account files including requisitions, supplies, etc. in fiscal year sequence. Retention: 3 years Office: 3 years, then destroy</p>
24-7	<p><u>COURSE/SYLLABI</u> Copies of course objectives, course outlines and final examination for DS courses. Retention: 10 years Office: 10 years, then destroy</p>
24-8	<p><u>PERSONNEL RECORDS</u> –Series Closed 9/15 due to transfer of responsibility to HR.</p>
24-9	<p><u>ANNUAL REPORTS & STRATEGIC PLANS</u> Annual reports and strategic planning forms relating to the activities of Student Affairs. Retention: 10 years Office: 10 years, then screen and transfer any historical materials to Special Collections and destroy remaining materials Special Collections: Permanent (historical materials)</p>
24-10	<p><u>BEHAVIOR INTERVENTION TEAM AND DISCIPLINARY FILES</u> Files of student incidents, complaints, concerns and disciplinary actions. Retention: 50 years if suspension, otherwise 6 years Office: 6 years, then destroy if it did not result in suspension; 50 years if it resulted in suspension, then destroy</p>
24-11	<p><u>PARTICIPANT LIABILITY WAIVERS</u> The signed <i>participant waivers</i> for students who were involved in events sponsored by Student Affairs. Retention: 7 years after the participant turns 18 Office: 7 years after participant’s 18th birthday, then destroy</p>

**Montgomery College Record Retention Schedule for
Admission and Enrollment Management. – Organization 2580xx
Record Group #: Central = 133, TP/SS = 233, RV = 333, GT = 433**

Records Retention Schedule #: 25

Admission and Enrollment Management. – Organization 2580xx

Item #:	Series Title, Description, & Retention
25-1	<p><u>GENERAL CORRESPONDENCE AND OFFICE FILES</u> Correspondence, memoranda, policies, procedures, and miscellaneous subject files relating to activities of Enrollment Services. Retention: 3 years, or permanent Office: 3 years, then screen for and destroy material having no further administrative, fiscal, legal, or operational value. Retain permanently any material mandated by statute or historical materials that serve to document the origin, development, functions, and accomplishments of the office. Special Collections: Permanent</p>
25-2	<p><u>STUDENT REGISTRATION, RECORD CHANGES, AND RELEASE FORMS</u> Banner student data forms: Student Information Change, Graduation Application and degree audits, Permission to Enroll, Early Placement, Tuition Refund Appeals, Transcript Requests, Verification of Student Enrollment Request, Business and Industry Tuition Rate Agreements and Program Declaration/Change forms, MTAP applications, Request for In-county Tuition based Financial Dependency on County or State Resident, Student Financial Adjustment, student correspondence, Registration/Schedule Change forms and associated faculty permission. Retention: 5 years Office: 5 years, then destroy</p>
25-3	<p><u>INTERNATIONAL STUDENT RECORDS</u> Banner and fsaAtlas student data forms: Affidavit of Support, Sponsor financial documentation, student correspondence, proof of status, transfer verification form, proof of language proficiency and previous I-20 documentation. Retention: 5 years Office: 5 years, then destroy</p>

**Montgomery College Record Retention Schedule for
Admission and Enrollment Management. – Organization 2580xx
Record Group #: Central = 133, TP/SS = 233, RV = 333, GT = 433**

Records Retention Schedule #: 25

Item #:	Series Title, Description, & Retention
25-4	<p><u>VA CERTIFICATION</u> Banner student data forms used for reporting to the VA: Certification Request for VA Benefits, Certificate of Eligibility, Chapter 35: Survivors and Dependents, Chapter 30: Montgomery GI Bill, Chapter 31: Vocational Rehab, Chapter 1606: Selected Reserve/National Guard, Chapter 1607: Reserve Educational Assistance Program, DD-214, DD-295 and Letter of Permission to Enroll. Retention: 5 years Office: 5 years, then destroy</p>
25-5	<p><u>EXTERNAL ADVANCED STANDING DOCUMENTS</u> Documents submitted by students for consideration of advanced academic standing at Montgomery College: official transcripts, international student evaluations and test scores. Retention: 1 year or permanent Office: 1 year if not associated with a student record, then destroy Archives: Permanent, if associated with a student record</p>
25-6	<p><u>INTERNAL ADVANCED STANDING DOCUMENTS</u> Grades, CLEP and Credit by Exam, and Service Member Opportunity College (SOC) Agreements. All documentation received through the Banner and MyMC systems for grade report creation. Retention: Permanent Archives: Permanent</p>
25-7	<p><u>ADMISSIONS APPLICATIONS</u> Banner student data forms to collect applications for admission: Admissions Applications, Health Science Applications, School of Art and Design Applications, Montgomery Scholars Applications, UMUC and UMBC Dual Applications, SAT/ACT/TOEFL/IELTS scores, Accuplacer scores from other institutions, high school transcripts, Verification of Prior US degree, unofficial college transcripts, and related correspondence. Retention: 1 year or permanent Office: 1 year if not associated with a student record, then destroy Archives: Permanent, if associated with a student record</p>

**Montgomery College Record Retention Schedule for
Admission and Enrollment Management. – Organization 2580xx**

Record Group #: Central = 133, TP/SS = 233, RV = 333, GT = 433

Records Retention Schedule #: 25

Item #:	Series Title, Description, & Retention
25-8	<p data-bbox="334 386 1334 453"><u>CLOSED PERMANENT SERIES: RECORDS ARE NO LONGER BEING ADDED TO THESE SERIES, THE RECORDS HAVE BEEN INCORPORATED INTO EITHER THE BANNER OR IMAGE NOW SYSTEMS.</u></p> <ul style="list-style-type: none"><li data-bbox="383 462 1409 571">a) Student Permanent Record Cards – Official record of grades received by all students currently or formerly enrolled at the College and at some off-campus extension centers.<li data-bbox="383 579 1409 688">b) Bliss Electrical School Student Grade Records (1910-1950) – Grade records of students who attended Bliss Electrical School, including Grade Books, 1910-1921, Grade Cards, 1922-50, and a card index.<li data-bbox="383 697 1409 840">c) U.S. Navy Electrician’s Mates School Student Grade Records, 1942-1945, 1951-1953 – Grade cards for naval personnel enrolled in the program conducted by Bliss Electrical School, 1942- 1945, and Montgomery Junior College, 1951-1953.<li data-bbox="383 848 1409 915">d) Carver Junior College Student Grade Records, 1950-1956 – An incomplete set of grad cards for student enrolled at Carver Junior College.<li data-bbox="383 924 1409 1033">e) Science Seminar Attendance Records, 1964-1966 – Attendance records of public school teachers who participated in various science seminars offered at the Takoma Park Campus. <p data-bbox="334 1041 649 1075">Retention: Permanent</p> <p data-bbox="334 1083 649 1117">Archives: Permanent</p>
25-9	<p data-bbox="334 1201 708 1234"><u>CLOSED NON-PERMANENT SERIES</u></p> <ul style="list-style-type: none"><li data-bbox="383 1243 1409 1310">a) Student Folders – Student folders containing application forms, transcripts, test scores, acceptance letters, etc.<li data-bbox="383 1318 1409 1461">b) Registration Documents – Various forms and listings, including program of studies, which document the early registration, regular registration, and late registration of students; also forms which document the registration of students in the non-credit Continuing Education programs. <p data-bbox="334 1470 597 1503">Retention: 5 years</p> <p data-bbox="334 1512 779 1545">Office: 5 years, then destroy</p>

**Montgomery College Record Retention Schedule for
Student Financial Aid – Organization 2570xx
Record Group #: 135, TP/SS = 235, RV = 335, GT = 435**

Records Retention Schedule #: 26

Student Financial Aid – Organization 2570xx

Item #:	Series Title, Description, & Retention
26-1	<p><u>GENERAL CORRESPONDENCE AND OFFICE FILES</u> Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of Student Financial Aid. Retention: 3 years, or permanent Office: 3 years, then screen for and destroy any material not of historical value; transfer remaining materials to Special Collections Special Collections Permanent</p>
26-2	<p><u>INSTITUTIONAL STUDENT INFORMATION RECORD (ISIR)</u> Student information processed on the Free Application for Student Aid (FAFSA) in Banner system. Retention: 3 years; retained 3 years from the end of the award year in which the student last attended in active Banner; then moved to Banner archives.</p>
26-3	<p><u>STUDENT ELIGIBILITY AND AWARD DATA</u> All information in the Financial Aid Banner module and additional information in the Banner Student Information System that relates to student eligibility for and amounts of awarded student aid. Retention: 3 years; retained 3 years from the end of the award year in which the student last attended in active Banner; then moved to Banner archives.</p>
26-4	<p><u>STUDENT FILE DOCUMENTS</u> Institutional Application, Cash Management Forms, Student and Parent Tax Returns, Verification Statements, Student Written and Emailed Correspondence, Satisfactory Academic Progress Documents, Prior Academic Documentation, Diplomas, Transcripts, Certifications, Evaluations, Loan Application Documents, Scholarship Application Documents and any other miscellaneous and or specifically required or submitted documents or information supporting a student’s request for financial assistance. Retention: 3 years from end of the award year in which the student last attended, plus one year Office: 4 years as calculated above, then destroy</p>

**Montgomery College Record Retention Schedule for
Student Financial Aid – Organization 2570xx
Record Group #: 135, TP/SS = 235, RV = 335, GT = 435**

Records Retention Schedule #: 26

Student Financial Aid – Organization 2570xx

Item #:	Series Title, Description, & Retention
26-5	<p><u>PROCESSING REPORTS</u> Reports generated to support the awarding and monitoring of student eligibility. Retention: 4 years after the end of the award year for which they were effective Office: 4 years as calculated above, then destroy</p>
26-6	<p><u>FISCAL OPERATIONS REPORT AND APPLICATION TO PARTICIPATE (FISAP)</u> Annual report submitted to the Department of Education to request Federal funds along with records necessary to support the data used in the annual report. Retention: 4 years from the end of the award year in which the report was submitted. Office: 4 years as calculated above, then destroy</p>
26-7	<p><u>PROGRAM PARTICIPATION AGREEMENT, APPROVAL LETTER, AND ELIGIBILITY & CERTIFICATION APPROVAL REPORT (ECAR)</u> Official documentation supporting the institutions eligibility to participate and award Federal funds. Retention: 6 years, or until new agreement is required. Office: 6 years, then destroy when replaced by new certification Note: Official ECAR is available on the Department of Education’s web site and can be printed as needed.</p>
26-8	<p><u>STUDENT AID INTERNET GATEWAY INFORMATION (SAIG)</u> Copy of application for individual Office of Financial Aid, Finance, and Registration Staff members to receive approval and passwords to use the tool that allows authorized staff to securely view, process, and exchange batch data with Federal Student Aid Application Systems. Retention: Permanent per SAIG Office: Permanent</p>
26-9	<p><u>OFFICIAL POLICIES, DOCUMENTS, AND CONSUMER INFORMATION FORMS</u> Copies of Award Conditions, standard of Academic Progress, Refund Policy Tuition and Fees and Treatment of Title IV Funds, Loan Processing Forms, Verification and Packaging Policies, Packaging Plans and other student information guides explaining office processes, procedures, and deadlines. Retention: 4 years after the end of the award year for which they were effective Office: 4 years as calculated above, then destroy</p>

**Montgomery College Record Retention Schedule for
Student Financial Aid – Organization 2570xx
Record Group #: 135, TP/SS = 235, RV = 335, GT = 435**

Records Retention Schedule #: 26

**Montgomery College Record Retention Schedule for
Child Care Operations – Organization 2560xx
Record Group #: 256**

Records Retention Schedule #: 27

Child Care Operations – Organization 2560xx

Item #:	Series Title, Description, & Retention
27-1	<p><u>ATTENDANCE RECORDS (CHILDREN)</u> Records of attendance for children at the child care centers Retention: 2 years, then destroy (per MSDE) Office: 2 years, then destroy</p>
27-2	<p><u>CHILDREN’S FILES</u> Health inventory, immunization records, personnel profile/release forms, emergency card information Retention: 2 years, then destroy (per MSDE) Office: 2 years, then destroy</p>
27-3	<p><u>STAFF FILES</u> Transcripts, proof of age, medical, proof of experience, notarized release form, proof of criminal background check, training certificates Retention: 2 years after employment ends, then destroy Office: 2 years as calculated above, then destroy</p>
27-4	<p><u>LICENSING AND INSPECTION REPORTS</u> MSDE licensing reports and Montgomery County Fire Marshal inspection reports Retention: 2 years, then destroy Office: Maintained in the office of the Child Care Services Manager who retains the reports for 2 years on the college network, then destroys</p>
27-5	<p><u>ACCREDITATION DOCUMENTATION</u> Documentation related to accreditation by the National Association for the Education of young Children to include annual reports and re-accreditation status. These records are retained at each center and at the Office of Child Care Services Retention: 2 years after subsequent re-accreditation, then destroy Office: 2 years as calculated above, then destroy</p>
7-6	<p><u>EXPENSES</u> Monthly expense report and receipts Retention: 5 years, then destroy Office: 5 years, then destroy</p>

**Montgomery College Record Retention Schedule for
Child Care Operations – Organization 2560xx
Record Group #: 256**

Records Retention Schedule #: 27

Child Care Operations – Organization 2560xx

Item #:	Series Title, Description, & Retention
27-7	<p><u>STAFF/FAMILY HANDBOOKS</u></p> <p>Documentation describing center processes and procedures.</p> <p>Retention: Retain until superseded, then destroy</p> <p>Office: Retain until superseded, then destroy</p>
27-8	<p><u>STAFF COMMUNICATIONS AND MEETING MINUTES</u></p> <p>Notes and documentation regaled to management and campus center meetings (team/ staff), and staff reminders</p> <p>Retention: 1 year, then destroy</p> <p>Office: 1 year, then destroy</p>
27-9	<p><u>KEY/CARD REQUESTS</u></p> <p>Documentation of requests for and issuance of keys and or cards for entry into the centers</p> <p>Retention: Retain until card/key is returned, then destroy</p> <p>Office: Retain until card/key is returned, then destroy</p>
27-10	<p><u>EMERGENCY DRILL LOGS</u></p> <p>Documentation relating to the drills for fire/lock down and shelter-in-place procedures and training drills.</p> <p>Retention: 2 years, then destroy (per MSDE)</p> <p>Office: 2 years, then destroy</p>
27-11	<p><u>PARENT COMMUNICATIONS</u></p> <p>Child Care Services communications with the parents of participating children to include newsletters and family notes.</p> <p>Retention: 1 year, then destroy</p> <p>Office: 1 year, then destroy</p>
27-12	<p><u>OBSERVATION LOGS</u></p> <p>Documentation related to the observers and practicum students.</p> <p>Retention: 3 years, then destroy</p> <p>Office: 2 years in campus child care center, then transfer to Child Care Services office for 1 additional year, then destroy</p>

**Montgomery College Record Retention Schedule for
Child Care Operations – Organization 2560xx
Record Group #: 256**

Records Retention Schedule #: 27

Child Care Operations – Organization 2560xx

Item #:	Series Title, Description, & Retention
27-13	<p><u>CHILD CARE ACCESS MEANS PARENTS IN SCHOOL GRANT</u> Documentation related to the grant to include applications, transcripts, proof of Pell-Eligibility, and training attendance. Retention: 3 years after the date of the submission of the final expenditure report for the grant, then destroy Office: 3 years as calculated above, then destroy</p>
27-14	<p><u>STAFF SIGN IN ATTENDANCE REPORTS</u> Documentation of staff time and attendance Retention: 2 years , then destroy Office: 2 years, then destroy</p>
27-15	<p><u>HEAD START</u> Documentation related to Head Start to include monthly attendance records, monthly reports, and referral information Retention: 2 years, then destroy Office: 2 years, then destroy</p>
27-16	<p><u>USDA FOOD PROGRAM</u> Documentation related to the USDA Food Program to include monthly reports and annual contract Retention: 2 years, then destroy Office: 2 years, then destroy</p>

Log of Changes to the 2014 Records Retention Schedule

Date of Update	Section	Description of Changes
March 2014	Final	Published consolidated Montgomery College Records Retention Schedule.
May 2014	Grants	Changed Item 7-3 of Records Retention Schedule # 7. Changed length of time the records are held in the Grants Office.
Dec. 2014	Grants	Changed Item 7-3 of Records Retention Schedule #7 to comply with guideline 2 Code for Regulation (CFR) 200.333.
Dec. 2014	HRSTM + Equity & Diversity	Added approved Records Retention Schedule #12 for the Human Resources and Strategic Talent Management office. This office was renamed and coupled with Equity and Diversity in August 2014.
Dec 2014	OMB	Updated Records Retention Schedule #9 with change in office name from Audit and Business Process Management and noted that this office was coupled with the Budget and Fiscal Analysis office (Records Retention Schedule #16) as of August 2014.
Dec 2014	OBS	Updated Schedules to reflect that Auxiliary Services and Office of Procurement were coupled with Office of Business Services as of August 2014.
Sept. 2015	Student Services Deans	Updated schedule to close Item 24-8, <i>Personnel Records</i> , because official responsibility for all personnel files was transferred to Human Resources.
March 2016	WD&CE	Deleted two record series items: (1) Item 22-6 <i>Program Certificates</i> , and (2) Item 22-12 <i>Faculty Folders</i> (because official responsibility was transferred to Human Resources). Changed the length of retention for record series 22-8 <i>WD&CE Non-Credit Registrations</i> from 10 years to 5 years.
March 2016	Enrollment Services	Updated the length of retention from 10 years to 5 years for the following record series: (1) 22-2, <i>Student Registration, Record Change, and Release Forms</i> ; (2) 25-3, <i>International Student Records</i> ; (3) 25-4, <i>VA Certification</i> ; (4) 25-9, <i>Closed Non-Permanent Series</i> .
March 2016	Student Services	Changed office names to <u>Student Affairs</u> per official office name changes as of 1/2016.
September 2016	Procurement	Added Record Series: Purchasing Card Files
January 2017	OIT	Office of Information Technology changed the retention periods in the following record series to three years: 11.1, 11.2, 11.5, 11.12. In addition, record series 11.3 was closed because email itself is not considered a record series. Instead, the determination of whether an email is to be treated as a record is based on the content of the email. If determined to be a record, it shall be retained according to the applicable record series.
April 2017	HRSTM	HR Risk Management added two record series: 12-7.2 Insurance records and 12-7.3 Employee TB Test Results.
July 2017	Libraries #241	The Libraries updated their entire schedule to update storage location and retention times. Electronic storage is now identified. Several record series were closed and are no longer retained as specified in the updated section.

**Log of Changes to the
2014 Records Retention Schedule**