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| 1. Schedule Number<br><del>01-000</del> 05-094   |  | Date<br>01/04/2005<br>1/14/2005  |  | 2. New <input checked="" type="checkbox"/> Revision of   |  | MINNESOTA RECORDS<br>RETENTION SCHEDULE |  |
| 3. Agency<br>Riverland Community College   |  | 4. Division/Section<br> |  | 6. Page 1 of 25  |  |   |  |
| 5. Address<br>1900 8 <sup>th</sup> Ave. NW, Austin, MN 55912   |  |  |  | See attached page(s) for records description   |  |   |  |
| 7. For Use By Records Panel Only   |  |  |  |  |  |   |  |
| AUTHORIZATION: Under the authority of M.S. 138.17, it is hereby ordered that the records listed on this application be disposed per approved schedule. |  |  |  | Notice: This retention schedule has been reviewed by the State Records Disposition Panel in accordance with Minnesota Statutes 138.17. The records listed on this schedule have been reviewed for their historical, fiscal, and legal value. |  |   |  |
| 8. Agency Records Management Officer (signature)<br><i>Judy Robeck</i>   |  | Date<br>1-4-05   |  | 11. Minnesota Historical Society, Director<br><i>Charles L. Rodgen</i>   |  | Date<br>13 Jan 2005                     |  |
| 9. Type Name / Phone<br>Judy Robeck 507-433-0511   |  |  |  | 12. Legislative or State Auditor<br><i>Jim Kiehe</i>   |  | Date<br>01/19/05                        |  |
| 10. Agency Head or Designee (signature)<br><i>Terrance Li</i>  |  | Date<br>01/04/2005   |  | 13. Attorney General<br><i>Patricia Nolte</i>  |  | Date<br>1-26-05                         |  |

Original-State Records Disposition Panel

Copy 1-Agency (after approval)

|                 |  |                                    |  |
|-----------------|--|------------------------------------|--|
| 1. Schedule No. | 3. Agency<br>Riverland Community College | 4. Division/Section:<br>Admissions |  |
|-----------------|--|------------------------------------|--|

| 14. Item No. | 15. Record Series Title and Description   | 16. Retention Instructions                   | 17. SM* | 18. Statute | 19. Vital? (Yes/no) | 20. Archival? (Yes/no) |
|--------------|---|--|---------|-------------|---------------------|------------------------|
| 1            | Supervisor Files  | 8 years after termination                    | P       | M.S. 13.34  |                     | No                     |
| 2            | International Application for Admissions  | 2 years                                      | P       |             |                     | No                     |
| 3            | Copy of Birth Certificate   | 2 years                                      | p       |             |                     | No                     |
| 4            | Copy of Passport  | 2 years                                      | P       |             |                     | No                     |
| 5            | TOEFL Test Score  | 2 years                                      | P       |             |                     | No                     |
| 6            | CELSA Test Scores   | 2 years                                      | P       |             |                     | No                     |
| 7            | Copy of letter of intention   | 2 years                                      | p       |             |                     | No                     |
| 8            | Change of Status Form   | 2 years                                      | P       |             |                     | No                     |
| 9            | Change of Status Email  | 2 years                                      | P       |             |                     | No                     |
| 10           | International Advisor Desk Notes  | 1 year                                       | p       |             |                     | No                     |
| 11           | Minority Student Files (copy of Application, schedules and CELSA Scores plus desk notes)      | 2 years                                      | p       |             |                     | No                     |
| 12           | Application for Admission (non-accepted or pending)   | 2 years                                      | P       |             |                     | No                     |
| 13           | College Transcripts (for students who never apply to the college)                             | 2 years                                      | P       |             |                     | No                     |
| 14           | Admission Application Processing Log (student name and tech ID of all applications processed) | 2 years                                      | P       |             |                     | No                     |
| 15           | Extracurricular Interest Form   | 2 years                                      | P       |             |                     | No                     |
| 16           | Online Application  | 2 yr after application term or until audited | P       |             |                     | No                     |
| 17           | Application Fee Receipt   | 2 yr after application term or until audited | P       |             |                     | No                     |
| 18           | Immunization Form/Immunization Record   | 2 yr after application term or until audited | P       |             |                     | No                     |
| 19           | PSEO Application  | 2 yr after application term or until audited | P       |             |                     | No                     |
|              |   |  |         |             |                     |                        |

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| <b>1. Schedule No.</b> | <b>3. Agency</b><br>Riverland Community<br>College | <b>4. Division/Section:</b><br>Nursing Program<br>A.D.N. and C.N.A |  |
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| 14. Item No. | 15. Record Series Title and Description  | 16. Retention Instructions          | 17. SM* | 18. Statute | 19. Vital? (Yes/no) | 20. Archival? (Yes/no) |
|--------------|--|-------------------------------------|---------|-------------|---------------------|------------------------|
| 1            | Student Files  |                                     | P       |             |                     | No                     |
| 2            | Faculty Resumes (FT-PT)  | 1 year after completion of teaching | P       |             |                     | No                     |
| 3            | Requisitions to purchase (copies)  | 3 years                             | P       |             |                     | No                     |
| 4            | Advisory Committee Meeting Minutes   | 2 years`                            | P,E     |             |                     | No                     |
| 5            | Nursing Department Meeting Minutes   | 2 years                             | P,E     |             |                     | No                     |
| 6            | Nursing Student Health and Immunizations Records   | 2 years`                            | P       |             |                     | No                     |
| 7            | Nursing Student Records of Academic Progression and Faculty evaluation of students' clinical performance throughout the nursing program. | 1 year                              | P       |             |                     | No                     |
| 8            | Nursing Student Appeals Request to continue or reentry into the nursing program  | 1 year                              | P       |             |                     | No                     |
| 9            | Nursing Program Evaluation Survey  | 2 years                             | P       |             |                     | No                     |
| 10           | Nursing Assistant Student Evaluation Performance and Skill Competence  | 2 years                             | P       |             |                     | No                     |
| 11           | Nursing Assistant/Home Health Aide Certification Testing   | 2 years                             | P       |             |                     | No                     |
| 12           | Nursing Assistant Student Class records  | 2 years                             | P       |             |                     | No                     |
| 13           | Contracts and Clinical Agencies  | 2 years                             | P       |             |                     | No                     |
|              |  |                                     |         |             |                     |                        |
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| 1. Schedule No. | 3. Agency<br>Riverland Community<br>College | 4. Division/Section:<br>Academic Affairs | 4. Division/Section: |
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|----|--|--|--------------------|------------|-----|--------------------------|
| 1  | Supervisor Files   | 8 years after termination                        | P                  | M.S. 13.34 |     |                          |
| 2  | Commencement Program   | Permanent  | P                  |            |     | Yes                      |
| 3  | Course Listings  | Permanent  | E                  |            |     | Yes                      |
| 4  | Student Athlete Eligibility Forms  | 5 years  | P                  |            | Yes | No                       |
| 5  | Photo Release Forms  | 10 years   | P                  |            | Yes | No                       |
| 6  | Student Surveys  | 3 years  | P                  |            | Yes | No                       |
| 7  | Course Outlines  | Permanent  | E                  |            |     | Yes                      |
| 8  | Articulation Agreement   | Permanent  | P                  |            |     | No                       |
| 9  | Instructional Program:<br>Approvals<br>Revisions<br>Deletions                    | Permanent<br>Permanent<br>Permanent              | P<br>P<br>P        |            |     | Yes<br>Yes<br>Yes        |
| 10 | Academic Inventory   | Permanent  | E                  |            |     | Yes                      |
| 11 | AAGC Minutes/Actions   | Permanent  | P/E                |            |     | Yes                      |
| 12 | Reports<br>Databook<br>Enrollment History<br>Program Profiles<br>Perkins Reports | Permanent<br>Permanent<br>Permanent<br>Permanent | P<br>P<br>P/E<br>P |            |     | Yes<br>Yes<br>Yes<br>Yes |
| 13 | Committee Minutes<br>Standing<br>Ad Hoc  | Permanent<br>10 years                            | P/E<br>P/E         |            |     | Yes<br>Yes               |
| 14 | Grant Applications   | 10 years   | P                  |            |     | No                       |
| 15 | Student Grievances   | Permanent  | P                  |            |     | No                       |
| 16 | Harassment Complaints  | Permanent  | P                  |            |     | No                       |
| 17 | Student Conduct  | Permanent  | P                  |            |     | No                       |
|    |  |  |                    |            |     |                          |



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| <b>1. Schedule No.</b> | <b>3. Agency</b><br>Riverland Community<br>College | <b>4. Division/Section:</b><br>Finance and Accounts<br>Payable/Receivable Records |  |
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| 14. Item No. | 15. Record Series Title and Description   | 16. Retention Instructions  | 17. SM* | 18. Statute | 19. Vital? (Yes/no) | 20. Archival? (Yes/no) |
|--------------|---|---|---------|-------------|---------------------|------------------------|
| 1            | "M" Contracts   | Current FY + 3 prior FYs or audit<br>Contracts which extend for periods<br>other than the normal fiscal year<br>will be retained by Finance for 4 yrs<br>beyond expiration date | P       |             |                     | No                     |
| 2            | Accounts Receivable invoices & backup/non-<br>student                               | Current FY + 3 prior FYs or audit   | P       |             |                     | No                     |
| 3            | Agency Funding Authorizations   | Current FY + 3 prior FYs or audit   | P       |             |                     | No                     |
| 4            | Application fee receipt copies  | Current FY + 3 prior FYs or audit   | P       |             |                     | No                     |
| 5            | Bank Reconciliations  | 7 years   | P       |             |                     | No                     |
| 6            | Budget input documents  | 2 years   | P       |             |                     | No                     |
| 7            | Cash receipts/daily deposit batches   | Current FY + 3 prior FYs or audit   | P       |             |                     | No                     |
| 8            | Check Register  | Current FY + 3 prior FYs or audit   | P       |             |                     | No                     |
| 9            | Collection Documents  | Current FY + 3 prior FYs or audit   | P       |             |                     | No                     |
| 10           | Contracts (CT,prof/tech) Originals  | Current FY + 3 prior FYs or audit   | P       |             |                     | No                     |
| 11           | Course Fees input forms   | Current FY + 3 prior FYs or audit   | P       |             |                     | No                     |
| 12           | Dept of Commerce unclaimed property report  | Current FY + 3 prior FYs or audit   | P       |             |                     | No                     |
| 13           | Desk drawer notes (misc memos, meeting<br>notices etc)                              | Until obsolete, superceded or no<br>value   | P       |             |                     | No                     |
| 14           | Purchasing Card Issuance Documentation  | Until inactive  | P       |             |                     | No                     |
| 15           | Daily Interface Reports   | Until MAPS/MNSCU reconciled   | P       |             |                     | No                     |
| 16           | Federal Carl Perkins budget allocations   | Current FY + 3 prior FYs or audit   | P       |             |                     | No                     |
| 17           | Fisap/Din Aid reconciliation to accounting  | Current FY + 3 prior FYs or audit   | P       |             |                     | No                     |
| 18           | Fixed Assets Reports  | 4 years   | P       |             |                     | No                     |
| 19           | Grant Records & Reports-(Federal & State)<br>(Does not include any student records) | 7 years   | P       |             |                     | No                     |
| 20           | Income & Facility Contracts   | Current FY + 3 prior FYs or audit   | P       |             |                     | No                     |
| 21           | Insurance claims-risk management  | 3 yrs from closure or audit   | P       |             |                     | No                     |
| 22           | Independent Audit Reports   | Permanent   | P       |             |                     | Yes                    |
| 23           | Interagency receipts report   | Current FY + 3 prior FYs or audit   | P       |             |                     | No                     |

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| <b>1. Schedule No.</b> | <b>3. Agency</b><br>Riverland Community<br>College | <b>4. Division/Section:</b><br>Finance and Accounts<br>Payable/Receivable Records<br>Continued |  |
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| 14. Item No. | 15. Record Series Title and Description                                | 16. Retention Instructions        | 17. SM* | 18. Statute | 19. Vital? (Yes/no) | 20. Archival? (Yes/no) |
|--------------|--|-----------------------------------|---------|-------------|---------------------|------------------------|
| 24           | Interview notes/tests  | 2 years after position filled     | P       |             |                     | No                     |
| 25           | Invoices and Purchase Orders   | 10 years                          | P       |             |                     | No                     |
| 26           | IPEDS-finance work papers/backup                                       | Current FY + 3 prior FYs or audit | P       |             |                     | No                     |
| 27           | Journal Entries, Expenditure Corrections, and Cost Allocations, etc    | Current FY + 3 prior FYs or audit | P       |             |                     | No                     |
| 28           | Land Records   | Permanent                         | P       |             | V                   | No                     |
| 29           | Laptop Lease Agreements  | Current FY + 3 prior FYs or audit | P       |             |                     | No                     |
| 30           | Legislative Audit Reports  | Permanent                         | P       |             |                     | Yes                    |
| 31           | Major Construction Files-includes: Bid, Contract, Warranty on Products | Permanent                         | P       |             | V                   | No                     |
| 32           | MAPS to MNSCU Reconciliations  | Current FY + 3 prior FYs or audit | P       |             |                     | No                     |
| 33           | OSHA Log   | Permanent                         | P       |             |                     | No                     |
| 34           | "Orange sheets/blue sheets" Cust. Training                             | Current FY + 3 prior FYs or audit | P       |             |                     | No                     |
| 35           | Sales Tax Return   | 3 years from date filed           | P       |             |                     | No                     |
| 36           | State Allocation Funding   | 10 years                          | P       |             |                     | No                     |
| 37           | Supervisor's personnel file  | 8 years after termination         | P       |             |                     | No                     |
| 38           | Test out forms (copies)  | Current FY + 3 prior FYs or audit | P       |             |                     | No                     |
| 39           | Tuition & Fee Rates  | 10 years                          | P       |             |                     | No                     |
| 40           | Tuition Deferment  | Current FY + 3 prior FYs or audit | P       |             |                     | No                     |
| 41           | Tuition Waiver Forms   | Current FY + 3 prior FYs or audit | P       |             |                     | No                     |
| 42           | Warranty Records   | Through warranty period           | P       |             |                     | No                     |
| 43           | Workers compensation records   | Permanent                         | P       |             | V                   | No                     |
| 44           | Write-offs/bad debts   | Permanent                         | P       |             |                     | No                     |
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| 1. Schedule No. | 3. Agency<br>Riverland Community<br>College | 4. Division/Section:<br>Dean's Offices |  |
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| 14. Item No. | 15. Record Series Title and Description        | 16. Retention Instructions   | 17. SM* | 18. Statute | 19. Vital? (Yes/no) | 20. Archival? (Yes/no) |
|--------------|--|--|---------|-------------|---------------------|------------------------|
| 1            | Desk Drawer Notes                              | Retain until obsolete, superceded, or administrative value is lost | P       |             |                     | No                     |
| 2            | Supervisor's File                              | 8 years after termination  | P       | M.S. 13.43  |                     | No                     |
| 3            | Purchase Requisition Copy                      | Current FY + 3 prior FYs or audit                                  | P       |             |                     | No                     |
| 4            | Work Orders                                    | 3 years  | P       |             |                     | No                     |
| 5            | Copies of Time Sheets                          | 1 fiscal year  | P       |             |                     | No                     |
| 6            | Expense Reports                                | Current FY + 3 prior FYs or audit                                  | P       |             |                     | No                     |
| 7            | Out of State Travel/Leave Slips/Correspondence | 3 years  | P       |             |                     | No                     |
| 8            | Customized Contracts                           | Original to Bus. Off – Keep for 3 yrs                              | P       |             |                     | No                     |
| 9            | Budgets  | 1 year   | P       |             |                     | No                     |
| 10           | Dept. Meeting Minutes                          | Retain until obsolete, superceded, or administrative value is lost | P       |             |                     | Yes                    |
| 11           | Vehicle Inventory                              | Retain until obsolete, superceded, or administrative value is lost | P       |             |                     | No                     |
| 12           | Advisory Committee Minutes                     | 7 years after program closes                                       | P       |             |                     | No                     |
| 13           | Student Feedback Surveys                       | 3 years  | P       |             |                     | No                     |
| 14           | Instructor Grade Books                         | 1 full semester after a completed semester                         | P       |             |                     | No                     |
| 15           | Copies of Time Sheets                          | 1 Fiscal Year  | P       |             |                     | No                     |
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| <b>1. Schedule No.</b> | <b>3. Agency</b><br>Riverland Community<br>College | <b>4. Division/Section:</b><br>Health Services Records |  |
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| 14. Item No.     | 15. Record Series Title and Description  | 16. Retention Instructions      | 17. SM* | 18. Statute | 19. Vital?<br>(Yes/no) | 20. Archival?<br>(Yes/no) |
|------------------|--|---------------------------------|---------|-------------|------------------------|---------------------------|
| 1                | Incident Reports for Employees and Students-Originating during school year and in school building or grounds | 7 years                         | P       | M.S. 13.32  |                        | No                        |
| 2                | Medication Administrations Form  | 2 years after student graduates | P       | M.S. 13.32  |                        | No                        |
| 3                | OSHA Log   | Permanent                       | P       |             | V                      | No                        |
| 4                | Hazardous Waste Disposal   | Permanent                       | P       |             |                        | Yes                       |
| 5                | Safety Meeting Minutes   | Permanent                       | P       |             |                        | Yes                       |
| <b>Students</b>  |  |                                 |         |             |                        |                           |
| 6                | Drug Testing   | 2 years after student graduates | P       | M.S. 13.32  |                        | No                        |
| 7                | Immunization Records   | 2 years after student graduates | P       | M.S. 13.32  |                        | No                        |
| 8                | Student Accident Insurance Claim Forms   | 2 years after student graduates | P       | M.S. 13.32  |                        | No                        |
| 9                | Workers Compensation Record  | Permanent                       | P       | M.S. 13.32  | V                      | No                        |
| <b>Employees</b> |  |                                 |         |             |                        |                           |
| 10               | Immunization Records   | Permanent                       | P       | M.S. 13.32  | V                      | No                        |
| 11               | Health Training Records – Blood borne Pathogen   | 5 years                         | P       | M.S. 13.32  |                        | No                        |
| 12               | Workers Compensation Record  | Permanent or deceased           | P       | M.S. 13.32  | V                      | No                        |
|                  |  |                                 |         |             |                        |                           |
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| 1. Schedule No. | 3. Agency<br>Riverland Community<br>College | 4. Division/Section:<br>Human Resource Records |  |
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| 14. Item No. | 15. Record Series Title and Description  | 16. Retention Instructions  | 17. SM* | 18. Statute               | 19. Vital?<br>(Yes/no) | 20. Archival?<br>(Yes/no) |
|--------------|--|---|---------|---------------------------|------------------------|---------------------------|
| 1            | Affirmative Action Report  | 10 years  | P       | M.S. 13.43                |                        | No                        |
| 2            | Applicant Files  | 2 years after position is filled  | P       | M.S. 13.43                |                        | No                        |
| 3            | Examination, Certification, and Classification Records:  |   |         |                           |                        | No                        |
| 3A           | Applications for those who passed the exam   | 1 year or until list is abolished   | P       | M.S. 13.43                |                        | No                        |
| 3B           | Applications for those who failed the exam   | 6 months  | P       | M.S. 13.43                |                        | No                        |
| 3C           | Certification Reports (Eligible List)  | 3 years after expiration of list  | P       | M.S. 13.43                |                        | No                        |
| 3D           | Examination Books and Instructions (Master)  | Until Superseded  | P       | M.S. 13.43                |                        | No                        |
| 3E           | Examination Books completed by those who passed the exam   | 3 years   | P       | M.S. 13.43                |                        | No                        |
| 3F           | Examination books completed by those who failed the exam   | 6 months  | P       | M.S. 13.43                |                        | No                        |
| 4            | Grievances: Employee grievances and/or complaints filed under a labor agreement or personnel rules (resolved up to and including the third step) | Permanent   | P       | M.S. 13.43                |                        | No                        |
| 5            | Employment Eligibility Certification (I-9)   | 3 years after date of hire or one year after employee's employment is terminated, whichever is later (Public law 99-603). | P       | M.S. 13.43<br>P.L. 99-603 |                        | No                        |
| 6            | Interview Notes  | 2 years after position is filled  | P       | M.S. 13.43                |                        | No                        |
| 7            | Job Audit: Includes cover sheet and accompanying material  | 3 years   | P       | M.S. 13.43                |                        | No                        |
| 8            | Position Description   | Until superceded, but no longer than 3 years  | P       | M.S. 13.43                |                        | No                        |
| 9            | <u>Personnel File:</u>   | 8 years after termination   | P       | M.S. 13.43                |                        | No                        |
| 9A           | Above minimum hiring applications (Appointments Only) Correspondence with Employee or about Employee   | 8 years after termination   | P       |                           |                        | No                        |

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| 1. Schedule No. | 3. Agency<br>Riverland Community<br>College | 4. Division/Section:<br>Human Resource Records Continued | 4. Division/Section: |
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|----|--|---|---|-----------------------------|----|
| 9B | Achievement Award Records                        | 8 years after termination   | P |                             | No |
| 9C | Assignment Forms                                 | 8 years after termination   | P |                             | No |
| 9D | Disciplinary Documents                           | 8 years after termination<br>Disciplinary letters are only sent to DOER to accompany personnel transactions | P |                             | No |
| 9E | Employee Information Form                        | 8 years after termination   | P |                             | No |
| 9F | Employment Application                           | 8 years after termination   | P |                             | No |
| 9G | Employment Letters                               | 8 years after termination   | P |                             | No |
| 9H | Letter of Resignation an/or Retirement           | 8 years after termination   | P |                             | No |
| 9I | Personnel Status & Data Change Sheet             | 8 years after termination   | P |                             | No |
| 9J | Request for Leave of Absence                     | 8 years after termination   | P |                             | No |
| 9K | Resume   | 8 years after termination   | P |                             | No |
| 9L | Performance Evaluations                          | 8 years after termination   | P |                             | No |
| 10 | Faculty Project Activity Day Schedules           | 4 years or audit cycle  | P |                             | No |
| 11 | Step Change Files (UTCE)                         | 8 years after termination   | P |                             | No |
| 12 | Relicensure Records                              | 8 years after termination   | P |                             | No |
| 13 | Employee FMLA Medical Files                      | 8 years after termination   | P | 29C.F.R 825.500,<br>1630.14 | No |
| 14 | Position File Records                            | Permanent   | P |                             | No |
| 15 | Tuition Waiver Forms                             | Current FY + 3 prior FYs or audit   | P |                             | No |
| 16 | Desk Drawer Notes, Meeting Notices               | Retain until obsolete, superceded, or administrative value is lost  | P |                             | No |
| 17 | Budget memos                                     | Until input is verified   | P |                             | No |
| 18 | Purchase requisition/order department copies     | Current FY + 3 prior FYs or audit   | P |                             | No |
| 19 | DOER Audit Memos                                 | Until input is verified   | P |                             | No |
| 20 | Guidelines/Manuals/Plans:Affirmative Action Plan | 10 years  | P | M.S. 13.43                  | No |
|    |  |   |   |                             |    |
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| <b>1. Schedule No.</b> | <b>3. Agency</b><br>Riverland Community<br>College | <b>4. Division/Section:</b><br>Human Resource Records Continued | <b>4. Division/Section:</b> |  |
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| <b>1. Schedule No.</b> | <b>3. Agency</b><br>Riverland Community<br>College | <b>4. Division/Section:</b><br>Student Records |  |
|------------------------|--|--|--|

| 14. Item No. | 15. Record Series Title and Description | 16. Retention Instructions             | 17. SM* | 18. Statute | 19. Vital? (Yes/no) | 20. Archival? (Yes/no) |
|--------------|---|--|---------|-------------|---------------------|------------------------|
| 1            | Application for admission               | Permanent                              | P       |             | V                   | No                     |
| 2            | Acceptance letters                      | 5 years after grad or last date attend | P       |             |                     | No                     |
| 3            | Advance Placement transcripts           | 1 year after graduation                | P       |             |                     | No                     |
| 4            | Residency classification forms          | 5 years after grad or last date attend | P       |             |                     | No                     |
| 5            | Immunization                            | 5 years after grad or last date attend | P       |             |                     | No                     |
| 6            | Test Scores                             | 5 years after grad or last date attend | P       |             |                     | No                     |
| 7            | Transcripts – International             | 5 years after grad or last date attend | P       |             |                     | No                     |
| 8            | Transcripts – high school               | 5 years after grad or last date attend | P       |             |                     | No                     |
| 9            | Transcripts – other insti               | 5 years after grad or last date attend | P       |             |                     | No                     |
|              | International student info:             |  |         |             |                     | No                     |
| 10           | Employment authorization                | Permanent                              | P       |             |                     | No                     |
| 11           | Copy of Resident Alien Card             | Permanent                              | P       |             |                     | No                     |
| 12           | I-20                                    | Permanent                              | P       |             |                     | No                     |
| 13           | Copy of I-94 card                       | Permanent                              | P       |             |                     | No                     |
| 14           | IAP 66 Cert for J-1 Visa                | Permanent                              | P       |             |                     | No                     |
| 15           | Passport number                         | Permanent                              | P       |             |                     | No                     |
| 16           | Statement of fin. Responsibility        | Permanent                              | P       |             |                     | No                     |
| 17           | Placement Test Data                     | 5 years after grad or last date attend | P/E     |             |                     | No                     |
| 18           | Change of address form                  | 5 years after grad or last date attend | P       |             |                     | No                     |
| 19           | Registration forms                      | Current FY + 3 prior FYs or audit      | P,E     |             |                     | No                     |
| 20           | Add/drop forms                          | Current FY + 3 prior FYs or audit      | P,E     |             |                     | No                     |
| 21           | Withdrawal forms                        | Current FY + 3 prior FYs or audit      | P,E     |             |                     | No                     |
| 22           | Grading sheets/COG form P,E             | Permanent                              | P       |             |                     | No                     |

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| 1. Schedule No. | 3. Agency<br>Riverland Community<br>College | 4. Division/Section:<br>Student Records Continued |  |
|-----------------|---|---|--|

| 14. Item No. | 15. Record Series Title and Description | 16. Retention Instructions             | 17. SM* | 18. Statute | 19. Vital?<br>(Yes/no) | 20. Archival?<br>(Yes/no) |
|--------------|---|--|---------|-------------|------------------------|---------------------------|
| 23           | Petitions                               | 5 years after grad or last date attend | P       |             |                        | No                        |
| 24           | SAP info                                | 5 years after grad or last date attend | P       |             |                        | No                        |
| 25           | Late drop appeals                       | 5 years after grad or last date attend | P       |             |                        | No                        |
| 26           | Application for graduation              | 5 years after grad or last date attend | P       |             |                        | No                        |
| 27           | Gen ed transfer evaluation              | 5 years after grad or last date attend | P       |             |                        | No                        |
| 28           | Tech transfer petition                  | 5 years after grad or last date attend | P       |             |                        | No                        |
| 29           | DCTC transcript                         | Permanent                              | P,E     |             | V                      | No                        |
| 30           | Campus visit form                       | Dispose after enrollment               | P       |             |                        | No                        |
| 31           | App fee receipt                         | Dispose after enrollment               | P       |             |                        | No                        |
| 32           | AP transcript                           | 1 year after grad                      | P       |             |                        | No                        |
| 33           | Secondary articu certifct               | 1 year after grad                      | P       |             |                        | No                        |
| 34           | Credit by exam, clep                    | 5 years after grad or last date attend | P       |             |                        | No                        |
| 35           | Reciprocity forms                       | 5 years after grad or last date attend | P       |             |                        | No                        |
| 36           | Medical records                         | 5 years after grad or last date attend | P       |             |                        | No                        |
| 37           | Correspondence                          | 5 years after grad or last date attend | P       |             |                        | No                        |
| 38           | International student information       | 5 years after grad or last date attend | P       |             |                        | No                        |
| 39           | Student req for non-disclosure          | Permanent                              | P,E     |             |                        | No                        |
| 40           | Student req for disclosure              | Permanent                              | P,E     |             |                        | No                        |
| 41           | Outside disclosures PIF                 | Permanent                              | P       |             |                        | No                        |
| 42           | Reqs for hearing decisions              | Permanent                              | P       |             |                        | No                        |
| 43           | College catalog                         | Permanent                              | P       |             |                        | Yes                       |
| 44           | Graduation lists                        | Permanent                              | P       |             |                        | Yes                       |
| 45           | College course schedule                 | Permanent                              | P       |             |                        | Yes                       |









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| <b>1. Schedule No.</b> | <b>3. Agency</b><br>Riverland Community<br>College | <b>4. Division/Section:</b><br>Customized Training |  |
|------------------------|--|--|--|

| 14. Item No. | 15. Record Series Title and Description   | 16. Retention Instructions        | 17. SM* | 18. Statute | 19. Vital?<br>(Yes/no) | 20. Archival?<br>(Yes/no) |
|--------------|---|-----------------------------------|---------|-------------|------------------------|---------------------------|
| 1            | Accounting Records  | Current FY + 3 prior FYs or audit | P       |             |                        | No                        |
| 2            | Consultant Contracts (copies)   | 3 years                           | P       |             |                        | No                        |
| 3            | General Correspondence  | 7 years                           | P       |             |                        | No                        |
| 4            | Grant Records & Reports (federal & State)<br>(Does not include any student records) | 7 years                           | P       |             |                        | No                        |
| 5            | Income & Facility Contracts   | Current FY + 3 prior FYs or audit | P       |             |                        | No                        |
| 6            | Invoices and Purchase Order Copies  | Current FY + 3 prior FYs or audit | P       |             |                        | No                        |
| 7            | Purchase Order and Requisition Copies   | Current FY + 3 prior FYs or audit | P       |             |                        | No                        |
| 8            | Rules & Regulations, Policies &<br>Procedures                                       | While in effect                   | P       |             |                        | No                        |
| 9            | State Allocation Funding  | 10 years                          | P       |             |                        | No                        |
| 10           | Tuition & Fee Rates   | 10 years                          | P       |             |                        | No                        |
| 11           | Student Records/Registrations   | Permanent – ISRS                  | E       |             |                        | No                        |
| 12           | Project/Course files  | 3 years                           | P       |             |                        | No                        |
| 13           | Course Evaluations  | Current FY + 3 prior FYs or audit | P       |             |                        | No                        |
| 14           | Course Handouts/Materials   | Current FY + 3 prior FYs or audit | P       |             |                        | No                        |
| 15           | Course Outlines   | 3 years                           | P       |             |                        | No                        |
|              |   |                                   |         |             |                        |                           |
|              |   |                                   |         |             |                        |                           |
|              |   |                                   |         |             |                        |                           |
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| <b>1. Schedule No.</b> | <b>3. Agency</b><br>Riverland Community<br>College | <b>4. Division/Section:</b><br>Student Success Center/Assessments |  |
|------------------------|--|---|--|

| 14. Item No. | 15. Record Series Title and Description | 16. Retention Instructions   | 17. SM* | 18. Statute | 19. Vital? (Yes/no) | 20. Archival? (Yes/no) |
|--------------|---|--|---------|-------------|---------------------|------------------------|
| 1            | Perkins Grant Application               | Permanent  | P,E     |             | Yes                 | Yes                    |
| 2            | Perkins Annual Performance Review       | Permanent  | P,E     |             | Yes                 | Yes                    |
| 3            | Perkins Participant Activity Record     | 5 years after grant cycle complete   | P       |             | No                  | No                     |
| 4            | Perkins Community Minutes               | 5 year after grant cycle complete  | P,E     |             | No                  | No                     |
| 5            | Perkins Mini Grant Application Form     | 5 years after grant cycle complete   | P       |             | No                  | No                     |
| 6            | Perkins work plan/monthly reports       | 5 years after grant cycle complete   | P,E     |             | No                  | No                     |
| 7            | Retention Committee Minutes             | 5 years  | P,E     |             | No                  | No                     |
| 8            | Retention Plan                          | Permanent – on going   | P,E     |             | Yes                 | No                     |
| 9            | ADA Request Complaints                  | 7 years  | P,E     |             | No                  | No                     |
| 10           | Student Disability Files                | If student attended – 5 years passed last date of enrollment<br>If student did not attend one year past date of last contact | P       |             |                     | No                     |
| 11           | Staff Disability Files                  | 8 years after termination  | P       |             |                     | No                     |
| 12           | 504 Request Complaints                  | 7 years  | P,E     |             | No                  | No                     |
| 13           | Computerized Placement Test Score       | 3 years after test taken   | P,E     |             | No                  | No                     |
| 14           | Test Scores from other sources          | 2 years after test taken   | P,E     |             | No                  | No                     |
| 15           | Testing Sessions Sign Appts/Sign in     | 2 years after test taken   | P,E     |             | No                  | No                     |
| 16           | TOEFL                                   | 3 years after application term or until audited  | P,E     |             | No                  | No                     |
| 17           | CELSA Test Scores                       | 3 years after application term or until audited  | P,E     |             | No                  | No                     |
| 18           | Nursing Entrance Test                   | 7 years after application term   | P,E     |             | No                  | No                     |
| 19           | Ability to Benefit Records              | Permanent  | P,E     |             | No                  | No                     |
| 20           | Test Exemption Forms                    | 2 years after application term   | P       |             | No                  | No                     |
| 21           | Tutoring Request                        | 3 years  | P       |             | No                  | No                     |
| 22           | Tutoring Applications                   | 3 years  | P       |             | No                  | No                     |
| 23           | Tutoring Records/Desk Notes             | 3 years  | P       |             | No                  | No                     |



