1. Schedule Number. Date				
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3. Agency	4. Division/Section	C + 1360	6.Page 1	of 25
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5. Address		had been seen as a seen a	See attached r	page(s) for records
1900 8 ^t h Ave. NW, Austin, MN 55912				eri tion
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AUTHORIZATION: Under the authority of M.S. 138		1 1 11 1 11 1	lule has been reviewed by the Sta Statutes 138_17. The records liste	te Records Disposition Panelin
that the records listed on this application be dispose	d per approved schedule	reviewed tor their historical, 11. Minnesota Histor	fiscal, and legal value.	a off the softeddie nave been
8. Agency Records Man_! Wint Officer /	Date	Charles	Corden_	13 Jan Date
9. Type Name / Phone	1-4 -05	12. Legislative or Sta	te Auditor	2i0 S
		Jan Riel	ا ا	01/19/05 Date
Jud Robeck 507-433-0511		Attorney General	20 01	,
10. Agency Head or Designee (signature)	Date	13. Vatura	Nolte	1-26-0 Bate
ords Disposition Panel	nula de la cont		C	opy 1-Agency (after approva
Original-State Rec	0107/2003			

1. Schedule No.	3. Agency	4. Division/Section:	
	Riverland Community College	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	Р	M.S. 13.34	,	No
2	International Application for Admissions	2 years	Р			No
3	Copy of Birth Certificate	2 years	р			No
4	Copy of Passport	2 years	Р			No
5	TOEFL Test Score	2 years	Р			No
6	CELSA Test Scores	2 years	Р			No
7	Copy of letter of intention	2 years	р			No
8	Change of Status Form	2 years	Р			No
9	Change of Status Email	2 years	Р			No
10	International Advisor Desk Notes	1 year	р			No
11	Minority Student Files (copy of Application, schedules and CELSA Scores plus desk notes)	2 years	р			No
12	Application for Admission (non- accepted or pending)	2 years	Р			No
13	College Transcripts (for students who never apply to the college)	2 years	Р			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	Р			No
16	Online Application	2 yr after application term or until audited	Р			No
17	Application Fee Receipt	2 yr after application term or until audited	Р			No
18	Immunization Form/Immunization Record	2 yr after application term or until audited	Р			No
19	PSEO Application	2 yr after application term or until audited	Р			No

1. Schedule No.	3. Agency	4. Division/Section:	
	Riverland Community	Nursing Program	
	College	A.D.N. and C.N.A	

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 Filesi		P		(come,	No
2	Faculty Resumes (FT-PT)	1 year after completion of teaching	Р			No
3	Requisitions to purchase (copies)	3 years	Р			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`	Р			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	Р			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	Р			No
13	Contracts and Clinical Agencies	2 years	Р			No
			+			

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rsion: 21 July 2003

1. Schedule No.	3. Agency	4. Division/Section:	4. Division/Section:	
	Riverland Community	Academic Affairs		
	College			

1	Supervisor Files	8 years after termination	P	M.S. 13.34		
2	Commencement Program	Permanent	Р			Yes
3	Course Listings	Permanent	E			Yes
4	Student Athlete Eligibility Forms	5 years	Р		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	Р			No
9	Instructional Program: Approvals Revisions Deletions	Permanent Permanent Permanent	P P P			Yes Yes Yes
10	Academic Inventory	Permanent	E			Yes
11	AAGC Minutes/Actions	Permanent	P/E			Yes
12	Reports Databook Enrollment History Program Profiles Perkins Reports	Permanent Permanent Permanent Permanent	P P P/E P			Yes Yes Yes Yes
13	Committee Minutes Standing Ad Hoc	Permanent 10 years	P/E P/E			Yes Yes
14	Grant Applications	10 years	P			No
15	Student Grievances	Permanent	Р			No
16	Harassment Complaints	Permanent	P			No
17	Student Conduct	Permanent	P			No

1. Schedule No.	3. Agency	4. Division/Section:	
	Riverland Community	President's Office Record	
	College		

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	Faculty Senate Minutes	Permanent	Р		Yes	Yes
2`	President's Cabinet Minutes	Permanent	Р		Yes	Yes
3	Purchase Requisitions (copies)	Current FY + prior FY's or audit	Р		Yes	No
4	Superivsor Files	8 years after separation	Р		No	No
5	Delegations of Authority	Until Superseded	Р		No	No
6	College History Documents	Permanent	Р		Yes	Yes

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

1. Schedule No.	3. Agency	4. Division/Section:
	Riverland Community	Finance and Accounts
	College	Payable/Receivable Records
		Continued

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	Р			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	Р			No
28	Land Records	Permanent	Р		V	No
29	Laptop Lease Agreements	Current FY + 3 prior FYs or audit	Р			No
30	Legislative Audit Reports	Permanent	Р			Yes
31	Major Construction Files-includes: Bid, Contract, Warranty on Products	Permanent	Р		V	No
32	MAPS to MNSCU Reconciliations	Current FY + 3 prior FYs or audit	Р			No
33	OSHA Log	Permanent	Р			No
34	"Orange sheets/blue sheets" Cust. Training	Current FY + 3 prior FYs or audit	Р			No
35	Sales Tax Return	3 years from date filed	Р			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	Р			No

1. Schedule No.	3. Agency	4. Division/Section:	
	Riverland Community	Dean's Offices	
	College		

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	Р			No
2	Supervisor's File	8 years after termination	Р	M.S. 13.43		No
3	Purchase Requisition Copy	Current FY + 3 prior FYs or audit	Р			No
4	Work Orders	3 years	Р			No
5	Copies of Time Sheets	1 fiscal year	Р			No
6	Expense Reports	Current FY + 3 prior FYs or audit	Р			No
7	Out of State Travel/Leave Slips/Correspondence	3 years	Р			No
8	Customized Contracts	Original to Bus. Off – Keep for 3 yrs	Р			No
9	Budgets	1 year	Р			No
10	Dept. Meeting Minutes	Retain until obsolete, superceded, or administrative value is lost	Р			Yes
11	Vehicle Inventory	Retain until obsolete, superceded, or administrative value is lost	Р			No
12	Advisory Committee Minutes	7 years after program closes	Р			No
13	Student Feedback Surveys	3 years	Р			No
14	Instructor Grade Books	1 full semester after a completed semester	Р			No
15	Copies of Time Sheets	1 Fiscal Year	Р			No

1. Schedule No.	3. Agency	4. Division/Section:
	Riverland Community	Employment and Training Center
	College	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	Client Files	6 Years	Р			No
2	Purchase Order Copies	Current FY + 3 Prior FYs or Audit	Р			No
3	Expense Reports	Current FY + 3 Prior FYs or Audit	Р			No
4	Time Sheet Copies	1 Fiscal Year	Р			No
5	Grant Information	Permanent	Р			No
6	Contracts	3 Years or Until Audited	Р			No
7	Budget Reports	Previous fiscal year and current fiscal year	Р			No
8	Desk Drawer Notes	Retail until obsolete, superceded, or administrative value is lost	Р			No
9	Inventory of Equipment	Retain Until Obsolete	Р			No
10	Supervisor Files	8 Years after termination	Р			No

1. Schedule No.	3. Agency	4. Division/Section:
	Riverland Community	Facilities Record
	College	

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	Fixed Assets Reports	4 years	Е			No
2	Income & Facility Contracts	10 years	Р			No
3	Land Records	Permanent	Р			Yes
4	Purchase Order Copies	Current FY + 3 prior FYs or audit	Р			No
5	Major Construction Files	Permanent	Р			Yes

1. Schedule No.	3. Agency	4. Division/Section:
	Riverland Community	Health Services Records
	College	

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	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	Р	M.S. 13.32		No
3	OSHA Log	Permanent	Р		V	No
4	Hazardous Waste Disposal	Permanent	Р			Yes
5	Safety Meeting Minutes	Permanent	Р			Yes
Students						
6	Drug Testing	2 years after student graduates	Р	M.S. 13.32		No
7	Immunization Records	2 years after student graduates	Р	M.S. 13.32		No
8	Student Accident Insurance Claim Forms	2 years after student graduates	Р	M.S. 13.32		No
9	Workers Compensation Record	Permanent	Р	M.S. 13.32	V	No
Employees						
10	Immunization Records	Permanent	Р	M.S. 13.32	V	No
11	Health Training Records – Blood borne Pathogen	5 years	Р	M.S. 13.32		No
12	Workers Compensation Record	Permanent or deceased	Р	M.S. 13.32	V	No

1. Schedule No.	3. Agency	4. Division/Section:
	Riverland Community	Human Resource Records
	College	

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	Affirmative Action Report	10 years	Р	M.S. 13.43	,	No
2	Applicant Files	2 years after position is filled	Р	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	Р	M.S. 13.43		No
3B	Applications for those who failed the exam	6 months	Р	M.S. 13.43		No
3C	Certification Reports (Eligible List)	3 years after expiration of list	Р	M.S. 13.43		No
3D	Examination Books and Instructions (Master)	Until Superseded	Р	M.S. 13.43		No
3E	Examination Books completed by those who passed the exam	3 years	Р	M.S. 13.43		No
3F	Examination books completed by those who failed the exam	6 months	Р	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 P.L. 99-603		No
6	Interview Notes	2 years after position is filled	Р	M.S. 13.43		No
7	Job Audit: Includes cover sheet and accompanying material	3 years	Р	M.S. 13.43		No
8	Position Description	Until superceded, but no longer than 3 years	Р	M.S. 13.43		No
9	Personnel File:	8 years after termination	Р	M.S. 13.43		No
9A	Above minimum hiring applications (Appointments Only) Correspondence with Employee or about Employee	8 years after termination	Р			No

1. Schedule No.	3. Agency	4. Division/Section:	4. Division/Section:
	Riverland Community	Human Resource Records Continued	
	College		

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

1. Schedule No.	3. Agency Riverland Community College	4. Division/Section: Human Resource Records Conti	nued 4. Division/Section:	

l	1. Schedule No.	3. Agency	4. Division/Section:
		Riverland Community	President's Office Record
		College	

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	Faculty Senate Minutes	Permanent	Р		Y	Yes
2	President's Cabinet Minutes	Permanent	Р		Υ	Yes
3	Purchase Requisitions (copies)	Current FY + 3 prior FYs or audit	Р		Υ	No
4	Supervisor Files	8 years after separation	Р		N	No
5	Delegations of Authority	Until superceded	Р		N	No
6	College History Documents	Permanent	Р		Υ	Yes

1. Schedule No.	3. Agency	4. Division/Section:	
	Riverland Community	Financial Aid Records	I
	College		

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 Notes	Retain until obsolete, superceded or administrative value is lost	P,E			No
2	Supervisor files	8 years after termination	P,E			No
3	Federal Fiscal Operations Report and Application to Participate (FISAP) and supporting data	3 years past date of award year audit closure	P,E	Federal 34 CFR ch. VI \$668.24		No
4	Federal Student or parent borrower records	3 years past the end of the award year in which the student last attended the institution	P,E	Federal 34 CFR ch. VI \$668.24		No
5	Federal title IV, HEA fiscal records	3 years past date of award year audit closure	P,E	Federal 34 CFR ch. VI \$668.24		No
6	Federal title IV, HEA program records	3 years past date of award year audit closure	P,E	Federal 34 CFR ch. VI \$668.24		No
7	Federal title IV, HEA required records	3 years past date of award year audit closure	P,E	Federal 34 CFR ch. VI \$668.24		No
8	Minnesota Post-Secondary Child Care Grant Program	3 years past date of award year audit closure	P,E			No
9	Minnesota State Work Study Program	3 years past date of award year audit closure	P,E			No
10	Minnesota State Grant Program	3 years past date of award year audit closure	P,E			No
11	Minnesota Student Education Loan Fund (SELF) Program	3 years past date of award year audit closure	P,E			No
12	Scholarship Applications	3 years past date of award year audit closure	Р			No
13	Student files	3 years past date of award year audit closure	P,E			No
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1. Schedule No.	3. Agency	4. Division/Section:
	Riverland Community	Student Records
	College	

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	Р		V	No
2	Acceptance letters	5 years after grad or last date attend	Р			No
3	Advance Placement transcripts	1 year after graduation	Р			No
4	Residency classification forms	5 years after grad or last date attend	Р			No
5	Immunization	5 years after grad or last date attend	Р			No
6	Test Scores	5 years after grad or last date attend	Р			No
7	Transcripts - International	5 years after grad or last date attend	Р			No
8	Transcripts - high school	5 years after grad or last date attend	Р			No
9	Transcripts - other insti	5 years after grad or last date attend	Р			No
	International student info:					No
10	Employment authorization	Permanent	Р			No
11	Copy of Resident Alien Card	Permanent	Р			No
12	I-20	Permanent	Р			No
13	Copy of I-94 card	Permanent	Р			No
14	IAP 66 Cert for J-1 Visa	Permanent	Р			No
15	Passport number	Permanent	Р			No
16	Statement of fin. Responsibility	Permanent	Р			No
17	Placement Test Data	5 years after grad or last date attend	P/E			No
18	Cange of address form	5 years after grad or last date attend	Р			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	Р			No

l	1. Schedule No.	3. Agency	4. Division/Section:	
		Riverland Community	Student Records Continued	
		College		

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

l	1. Schedule No.	3. Agency	4. Division/Section:	
		Riverland Community	Student Records Continued	
		College		

14. Item No.	15. Record Series Title and Description	16. Retention Instructions	17. SM*	18. Statute	19. Vital? (Yes/no)	20. Archival? (Yes/no)
46	Articulation agreements	Permanent or until superceded	Р			No
47	Desk drawer notes, etc	1 year or until no longer useful	P,E			No
48	Supervisor notes	8 years after termination	P,E			No

1. Schedule No.	3. Agency	4. Division/Section:	
	Riverland Community	Library Records	
	College		

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	Acquisition Records	3 years	Р			No
2	Circulation Records	90 days as per PALS policy; statistics retained for 3 years	P,E	M.S. 13.40		No
3	Copyright Compliance records	3 years	Р			No
4	Librarian's files	Retain until obsolete, superceded, or administrative value is lost	Р			No
5	Fine & Lost Item Reimbursement	3 years	Р	M.S. 13.40		No
6	Inter-Library Loan	90 days as per PALS policy; statistics retained for 3 years	P,E	M.S. 13.40		No
7	Shelf list	Until suspended	E			No

1. Schedule No.	3. Agency	4. Division/Section:	
	Riverland Community	Bookstore Records	
	College		

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	Fixed Assets Report Copies	Current FY + 3 prior FYs or audit	Р			No
2	Daily Cashout Backup Documentation	Current FY + 3 prior FYs or audit	P			No
3	Purchase Order Copies	Current FY + 3 prior FYs or audit	P			No
4	Budget Copies	2 years	P			No
5	Supervisor File	8 years after termination	P			No
6	Material Safety Data Sheet Copies	Until updated	P			No
7	Desk Drawer Notes	Retain until obsolete, superceded, or Administrative value is lost	P			No
8	Contracts (originals)	Current FY + 3 prior FYs or audit	P			No
9	Financial Aid charges/Bookstore vouchers backup	Current FY + 3 prior FYs or audit	P			No

1. Schedule No.	3. Agency	4. Division/Section:	
	Riverland Community	Cafeteria Records	
	College		

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	Fixed Assets Reports Copies	Current FY + 3 prior FYs or audit	Р			No
2	Time Sheets Copies	Current FY + 3 prior FYs or audit	Р			No
3	Sales Reports * Register Z Reading	Current FY + 3 prior FYs or audit	Р			No
4	Purchase Orders Copies	Current FY + 3 prior FYs or audit	Р			No
5	Budgets	2 years	Р			No
6	Interviews	2 years	Р			No
7	Supervisor File	8 years after termination	Р			No
8	Material Safety Data Sheet Copies	Until updated	Р			No

1. Schedule No.	3. Agency	4. Division/Section:
	Riverland Community	Customized Training
	College	

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	Accounting Records	Current FY + 3 prior FYs or audit	Р			No
2	Consultant Contracts (copies)	3 years	Р			No
3	General Correspondence	7 years	Р			No
4	Grant Records & Reports (federal & State) (Does not include any student records)	7 years	Р			No
5	Income & Facility Contracts	Current FY + 3 prior FYs or audit	Р			No
6	Invoices and Purchase Order Copies	Current FY + 3 prior FYs or audit	Р			No
7	Purchase Order and Requisition Copies	Current FY + 3 prior FYs or audit	Р			No
8	Rules & Regulations, Policies & Procedures	While in effect	Р			No
9	State Allocation Funding	10 years	Р			No
10	Tuition & Fee Rates	10 years	Р			No
11	Student Records/Registrations	Permanent – ISRS	E			No
12	Project/Course files	3 years	Р			No
13	Course Evaluations	Current FY + 3 prior FYs or audit	Р			No
14	Course Handouts/Materials	Current FY + 3 prior FYs or audit	Р			No
15	Course Outlines	3 years	Р			No

1. Schedule No.	3. Agency	4. Division/Section:	
	Riverland Community	Student Success Center/Assessments	
	College		

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	Р		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	Р		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 If student did not attend one year past date of last contact	P			No
11	Staff Disability Files	8 years after termination	Р			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	Р		No	No
21	Tutoring Request	3 years	Р		No	No
22	Tutoring Applications	3 years	Р		No	No
23	Tutoring Records/Desk Notes	3 years	Р		No	No

1. Schedule No.	3. Agency	4. Division/Section:	
	Riverland Community	Student Success Center/Assessment	
	College	Continued	

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	Equipment Sign Out	3 years	Р		No	No
25	Alternative Text Book Request	3 years	Р		No	No
26						
27						
28						
29						
30						
31						
32						
33						
34						
35						