

**MACOMB COMMUNITY COLLEGE
MASTER RECORDS RETENTION SCHEDULE**
[rules apply regardless of format, including e-mail]

UPDATED February 13, 2013

	Person Responsible	Where stored	Retention Period	Notes
A.	ADMISSIONS & ENROLLMENT	TBD		
	Enrolled students	System stored	Permanent/Historical	
	Non-enrolled applicants	Document Imaging	4 years	
	Catalogs	Enrollment Vault	Permanent/Historical	
	Class Schedules	Enrollment Vault	Permanent/Historical	
	Graduate Placement (Degree Applications)	Document Imaging	5 years	
	Selective Admissions (Ranking Reports, Medical Testing Records and criminal background checks when made) Final Grade Rosters/Grade Change Forms	Document Imaging Enrollment Vault/System Stored/ Document Imaging	7 years Permanent/Historical	
B.	AUDIT & REPORTING INFORMATION	Director of Finance & Investments		
	ACS workpapers	MAC storage	10 years	
	Financial Statement audit workpapers includes Fixed Asset and Inventory reports	MAC storage	10 years	
	Other annual reporting workpapers	MAC storage	10 years	
	Foundation tax forms & workpapers	MAC storage	10 years	
	State audit Reports	ARM/MAC storage	Permanent/Historical	
	Audited Financial Statements	ARM/MAC storage	Permanent/Historical	
C.	BANKING & INVESTING	Director of Finance & Investments		
	Monthly bank statements & reconciliations	MAC storage	7 years	
	Daily credit card settlement reports	MAC storage	7 years	
	Daily Cash Reports	MAC storage	7 years	
	Weekly Investment Reports	Business Office Y drive	7 years	
	Weekly Investment workpapers	MAC storage	7 years	
	Cancelled checks (AP & Payroll)	bank web site	7 years	
D.	BOARD OF TRUSTEES	Secretary to the President		
	Official records pertaining to election of the community college district, including submission of candidates or proposals for ballots, election results, and Oath and Acceptance of Office by Trustees.	President's office	Permanent	
	Enabling or Regulatory Legislation - Applicable to the College	President's office	Permanent	
	Minutes, Agendas, supporting material for Board meetings & official correspondence.	President's office	Permanent	
E.	BUDGET	Manager, College Budgets		
	Budget workpapers	MAC storage	10 years	
	Board approved Budget	MAC storage	10 years	
F.	COLLEGE POLICE	Chief of College Police		
	Daily Logs		6 months	
	Incident/Accident Reports		7 years	
	Motor Pool inventory of vehicles including registrations, licenses, insurance, etc.	SC Police Office	7 years	
	Vehicle Registrations		7 years	
	Violation/Ticket Records		7 years	
G.	CONTRACTS, LEASES AND AGREEMENTS	VP for Business		
	Active Contracts, agreements, insurance policies		7 years after expiration	
	Active Leases		7 years after expiration	
	Expired or cancelled agreements, contracts, leases, insurance policies and related terminal documents		7 years after expiration	
	Bond issue information		Permanent/Historical	
	Property Acquisition - deeds, easements, title insurance, etc		Permanent/Historical	
	Tax Levies and tax filings	Business Office	Permanent/Historical	
	State Building Authority documents		Permanent/Historical	
	Foundation By-Laws, IRS determination letter, articles of incorporation		Permanent	
	Foundation Agendas and minutes		Permanent	
	Board of Trustee information packets		Permanent/Historical	
	Software license agreements		7 years after expiration	
	State Capital Outlay reporting		Permanent/Historical	

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H.	FACILITIES & OPERATIONS	Director or Administration Services			
	Building Programs		ARM	Permanent	
	Building Automation Systems		ARM	Permanent	
	Construction Management		ARM	Permanent	
	Hazardous Materials Program		ARM	Permanent	
	Inspections (MIOSHA/OSHA)		ARM	Permanent	
	Insurance		Business Office		
	Certificates of Insurance			3 years	
	Claims			7 years	
	Fatal Incidents			Permanent	
	Material Safety Data Sheets		Department	30 years after termination	
	Remodeling and Renovation Project Requests		ARM	20 years	
I.	FINANCIAL AID	Director or Financial Aid			
	Student files		Document Imaging	7 years	^
	Annual filings & reports (including DOE, ITW, TIP, etc)		FA storage SC tunnels	7 years	
J.	FINANCIAL SERVICES	Director of Financial Services			
J(1)	ACCOUNTS PAYABLE	Manager of Accounting Services -AP			
	1099 information		MAC storage	7 years	
	Check registers		Colleague	7 years	
	Voucher packages		Document Imaging	7 years	^
J(2)	ACCOUNTS RECEIVABLE	Manager of Accounting Services -AR			
	1098-T information		Colleague	7 years	
	Collection information		MAC storage	7 years	
	Daily Cash session packages		MAC storage	7 years	
	Invoice information		MAC storage	7 years	
	Financial Aid/Loan workpapers		MAC storage	7 years	
	Sponsored billing information		MAC storage	7 years	
J(3)	GENERAL LEDGER	Director of Financial Services			
	General Ledger		Colleague	7 years	
	Journal Entries		Colleague	7 years	
J(4)	PAYROLL	Manager of Accounting Services: Payroll			
	Absence Reports		MAC storage	2 years	
	Deduction Registers		Colleague	7 years	
	Labor Distribution Reports		Colleague	7 years	
	Payments & Reports to the Government		MAC storage	7 years	
	Payroll Personnel Files (Terminated Employees)		MAC storage	Permanent	
	Payroll Registers		ARM/MAC storage	Permanent/Historical	
	Retirement and Pension Plan Records		ARM/MAC storage	Permanent	
	Time Cards		MAC storage	2 years	
	W-2 Reports		MAC storage	Permanent	
K.	FOUNDATION/ALUMNI RELATIONS	Director of Foundation and Alumni Affairs			
	Donor Gift Records & Gift Acknowledgement		ResultsPlus/Foundation	Permanent-Historical-7 5 years legal	
	Gift Batches		Foundation Storage	7 years	
	Communications & Fundraising Records		Foundation Storage	Permanent	
	Donor Agreements (i.e. fund requirements, etc.)		Foundation Storage	Permanent	
	Stewardship Reports (i.e. how money was spent, outcomes, etc.)		Foundation Storage	Permanent	
	Donor, Prospect & Alumni files		Results Plus database	Permanent	
	[See also for certain Foundation records: Business office]				
L.	GENERAL COUNSEL	General Counsel			
	Case files, supporting evidence		Legal Office storage	Permanent	
M.	GOVERNMENTAL RELATIONS	Director, Government Relations & Grant Support Services			
	Legislative Files – Bills, prospective legislation, laws, constituent issues, special requests/projects		Gov't relations office	3 years/Review for Archives	
	Capital Outlay		Gov't relations office	Permanent	
N.	GRANTS	Manager, College Budgets			
N(1)	FINANCIAL INFORMATION	Manager, College Budgets			

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	Related to Federal & State grants	MAC storage	7 years after end of grant	
	Related to Other grants	MAC storage	7 years after end of grant	
N(2)	DEVELOPMENT OFFICE Grants Funded: RFP, proposals, approvals, reports to funders, audit reports, contracts Grants unfunded/not pursued: RFP, proposals, notifications	Manager, Support Services - Grant Development IR & Planning Grants office Grants office	 10 years after end of grant 5 years	
O.	HUMAN RESOURCES	VP, Human Resources		
O(1)	PERSONNEL FILES (active) Examples include: application and resume; copy of Social Security card; Employment Authorization; Change of Status (transfers, demotions, promotions, salary information, leaves of absence, etc.); individual contracts; transcripts; test papers; physical exams; student evaluation & self-assessment for instructors; correspondence/memos.	HR department	Permanent	
O(2)	PERSONNEL FILES (inactive) Examples include all of the above plus information relative to the reason for termination (i.e., death certificate, retirement Applicant Files – Currently Online (Not Employed) Employment Application Cards	Master copy of fiche in HR. Backup copy in SJ bldg ARM office. kept online only In HR until purged	1 year in paper; Permanent on Microfiche 2 years (retention under review) 5 years	
O(3)	INSURANCE Group policies/certificates/sick leave log Insurance claims Workers' Compensation claims	HR office HR office HR office	Permanent 10 years 10 years	
O(4)	MISC Affirmative Action/Equal Employment Opportunity complaints, reports, and legislation Grievances/Arbitration Michigan Employee Relations Commission Cases Contracts for all bargaining units including Service Committee meeting minutes, and letters of agreement	HR office HR office, maybe ARM HR office, maybe ARM HR office	Permanent Permanent Permanent Permanent	
P.	INSTITUTIONAL RESEARCH	Director, Institutional Research		
	Federal and State surveys and reports	Department	7 years/Review for Archives	
	Internal surveys and reports	Department	3 years/Review for Archives	
	Published Reports	Department	Permanent	
Q.	LEARNING UNIT			
Q(1)	COMMITTEES All contractual committee information (i.e., standing committees) All ad hoc committee information	Recording Admin Asst to the Provost Curriculum Warehouse (Intranet) Curriculum Warehouse (Intranet)	 7 years/Review for Archives 3 years/Review for Archives Permanent	
Q(2)	CURRICULUM: COURSES/PROGRAMS All approved courses and programs, whether new, modified or deleted. New Program Proposals include: title, rationale, certificate/associate degree requirements, catalog description, and sequence of required courses. New Course Proposals include: Exact course title, credit and contact hours, prerequisite/co-requisite course(s), catalog descriptions, rationale, course objectives and course outline	Manager, Curriculum Curriculum Warehouse (Intranet) Curriculum Warehouse (Intranet) Curriculum Warehouse (Intranet)	 Permanent Permanent Permanent	

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Q(3)	Course Syllabi (credit and non-credit) and Assessment Information ACCREDITATION Dean, University Relations	Curriculum Warehouse (Intranet)	3 years/Review for Archives	
Q(4)	Records relating to self-studies, reviews, visits, etc. for the accreditation of the College, and specific College programs. MISC Director of Secondary Outreach	Institutional- Office of the Provost, Departmental-program area offices	Permanent	
	Articulation agreements with four-year colleges/universities, and county high schools. Commencement Programs Student Records including SARS/counseling records	Four year- University Relations, Secondary-Secondary Outreach ARM Department	3 years after Expiration or Until Superseded Permanent Permanent	
	Student files (when saved on College servers) Special Needs: Special Services data sheet for incoming students; test results regarding interests, aptitude, and special needs; updated transcript; documentation that demonstrates	Department Department	1 year 7 years	
R.	Marketing Director of Marketing			
	College Identity Manual - provides information regarding any printed materials or documents for the College so as to maintain consistency in the identification and representation of the College	ARM	Permanent or until superseded	
	College graphics - Examples include: publications, brochures, mailers, flyers, newsletters, bulletins, clippings, articles, etc.	ARM	1 year/Review for Archives	
	Mailing Lists	Department	Until Superseded	
S.	OFFICE OF THE PRESIDENT Secretary to the President			
	Reports, correspondence, memoranda, and other related materials pertaining to College operations	President's office	3 years/Review for Archives	
	College policies, procedures, and guidelines, which regulate College operations.	President's office	Permanent	
T.	PLANNING OFFICE Manager, Support Services - Grant Development IR & Planning			
	Strategic Planning Files – Mission statements, strategic plans	Department	Permanent	
U.	PUBLIC RELATIONS OFFICE Director of Public relations			
	Ballot Proposal Information	Department	Permanent/Historical	
	News Releases	Department	Permanent/Historical	
	College Media Coverage	Department	Permanent/Historical	
V.	PURCHASING Purchasing Director			
	Quotations and sealed bids	ARM	7 years	
	Requisition/Purchase Order Annual Orders	ARM	7 years	
	Vehicle Leases	ARM	7 years after expiration	
	Equipment leases	ARM	7 years after expiration	
W.	OTHER/SPECIAL			
	e-mail in 'deleted' or 'trash' folder	Auto Purge	60 days	

^ Imaged files will be maintained in computer system. Current system is Perceptive Software, Image Now

* Document stored in Datatel Colleague currently have a permanent retention as we are not purging any information.