

College of Southern Nevada Academic Affairs

Records Retention Procedure and Timeline

(Last Updated: April 20, 2010)

Introduction

Effective records management ensures that college records of enduring legal, administrative and historical value will be preserved and made accessible to all who need them, and that unnecessary records will be systematically destroyed. The College's academic records are comprised of all recorded information that are created or received in the course of official college business and that document the administrative transactions and activities of any academic department office or academic employee. These records are the property of the College of Southern Nevada. They do not include such materials as personal correspondence unrelated to college business, personal research, lecture notes, or records pertaining to personal membership in or work done for professional associations.

Purpose

The records retention schedule for academic affairs is designed to:

- give academic departments within each school a set of uniform guidelines for the retention and disposition of common records.
- make sure each academic department and school retains for as long as necessary records needed for administrative, audit, legal, litigation, fiscal, research, and other requirements.
- promote the cost-effective management and security of records.
- provide the legal authorization to regularly and safely dispose of obsolete records.

Record Retention Schedule

The retention schedules below list many types of records, some of which are common to all academic department offices and offices of academic faculty and staff and some that are office specific. They give advice on what to keep, how long to keep it, and when to dispose of it. Please note that this current procedure permits academic department office staff and faculty to destroy the records that are listed in the timeline if they chose to.

If a specific type of record is not identified on the following records retention schedule, please consult with your dean or department chair before destroying the records.

CSN Academic Records Retention Schedule

Category	Record	Retention
Misc. Forms	Key requests	1 semester
	Alcohol forms	2 year
	Book Orders	1 semester
	Equipment request	1 year after close of fiscal year
	Equipment loan agreement	Until equipment is returned and condition is verified
	Facility usage forms	Current semester only
	Inventory control	3 years
	Lab Safety Sheets	2 year
Budget	Monthly Account Reports	3-5 years (for ease of access)
	LPOs, POs, RX, PVs, Invoices, IVIX	1 year
	Campus travel	1 year
	Deposit records	1 year
	Long distance charges	3 years
	Office Max	1 year
	Packing Slips (copies)	1 year
	P Card State and Supporting Receipts (copies)	1 year
	Perkins grant purchases	2 years after funding
	Petty Cash	1 year
	Print Requests	1 year
Courses	Course Schedule Forms	1 semester
	Course Substitution Waiver Forms	5 years
	Curriculum Forms	Deans office - permanent
	Syllabi	5 years
	Exams	1 year
	Grades – appeals and documentation	1 year
	Grades – grade sheets and backups	1 years
	Grades – grade change forms	1 years
	Grades – Incomplete grade explanation forms	2 years
	Late registration/perm. To enroll in a full class	1 semester
	Non Traditional credit forms	1 year
	Unclaimed Student Work	1 year after completion of course
	Student complaints/issues	1 year
	Placement Tests (Math, Reading, ESL)	1 year

Category	Record	Retention
Faculty	Leave requests	1 year
	Office hours	1 semester
	Non tenured Faculty Student Evaluations	During probationary period
	Tenured Faculty Student Evaluations	2 years
	Yearly Faculty evaluations	3 years
	Faculty Workload Agreements	2 years
	Faculty complaints/issues	2 years after issue is resolved
	Personnel Files – current FT faculty	Retain as long as employed
	Personnel Files – previous FT faculty	2 years after no longer employed
	Personnel Files – current PT faculty	Retain as long as employed
	Personnel Files – previous PT faculty	1 year after no longer employed
	PT faculty applications	1 year
	PT faculty contracts	2 years
Personnel	Furlough day requests	1 year after close of fiscal year
	Grant in Aid requests	1 year after grant concludes or is denied
	Leave requests (Prof. and Classified)	1 year after close of fiscal year
	LOB forms	1 year after contract terminates
	Work Study Requests	1 year after end of fiscal year

NOTE: Academic Departments do not need to retain the following as they are permanently archived with Human Resources:

Faculty Contracts

Tenure applications/recommendations

Emeritus applications/recommendations