

Schedule 151

METRO COMMUNITY COLLEGE

November 22, 2017

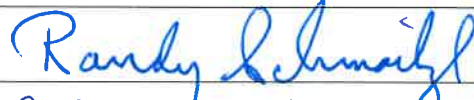
Nebraska Records Management Division
3242 Salt Creek Circle
Lincoln, NE 68504
(402) 471-2559

**REQUEST FOR APPROVAL
OF RECORDS RETENTION
AND DISPOSITION SCHEDULE**

SCHEDULE	151
AGENCY, BOARD OR COMMISSION	METRO COMMUNITY COLLEGE
DIVISION, BUREAU OR OTHER UNIT	
Supersedes Edition of March 3, 2005	


PART I – AGENCY STATEMENT:

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE	
TITLE	College President
DATE	10-31-17

PART II – APPROVAL OF STATE ARCHIVES:

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE	
DATE	11/8/2017

PART III – APPROVAL OF AUDITOR OF PUBLIC ACCOUNTS:

The attached schedule has been reviewed, all audit material has been properly identified, and this schedule is approved as submitted.

SIGNATURE	
DATE	11/22/17

PART IV – APPROVAL OF STATE RECORDS ADMINISTRATOR:

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE	
DATE	11/22/17

INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guideline for storing and disposing of agency records, **regardless of the media on which they reside**, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. This schedule was written specifically for records unique to your office and the Local Agencies General Records Schedule #24 contains those records common to most local government agencies. This retention schedule, which is approved by the State Records Administrator, provides your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying this schedule.

DISPOSING OF RECORDS

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over General Records Schedule #24 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods. Unless there is pending or on going, legal action, records request, or audit.
3. For records requiring a review of, or transfer to the **NE State Historical Society (State Archives)**, your agency is required to contact the State Archives to negotiate the transfer. Additionally, **once the records are accessioned into their collection, they become the property of the State Archives**. The State Archives may remove selected records in accordance with standard archival practices to ensure efficient access, organization and enduring historical value (Nebr. Rev. Stat. §82-107). Please contact their office by calling (402) 471-4783.
4. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is located on the Secretary of State Records Management website. https://appengine.egov.com/apps/ne/sos_records_disposition_report. This report establishes that the destruction was performed in your normal course of business.

NON-SCHEDULED RECORDS

Contact a Records Management Specialist in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

SCHEDULE UPDATE

It is the responsibility of each agency to periodically update their schedule. A Records Management Specialist in Records Management can assist you with the schedule update, which may involve adding new records series and making revisions to existing items. Keeping your schedule current will ensure you have the ongoing authority to discard records when their useful life has ended.

QUESTIONS

If you have any questions about these procedures, please contact your agency Records Officer or the Records Management Specialist in Records Management. They will help you with any questions the schedule may present, including: transferring records to the State Records Center or microfilming records, scanning records, etc.

**Records Management Division
3242 Salt Creek Circle
Lincoln, NE 68504
402-471-2559**

**SCHEDULE 151
METRO COMMUNITY COLLEGE**

November 22, 2017

Retention requirements are for all records, regardless of the media on which they reside, unless otherwise noted.

Supersedes Edition of March 3, 2005

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
151-20	ADMINISTRATIVE - ACCREDITATION - HIGHER LEARNING COMMISSION - FINAL REPORT WITH APPROVAL		Transfer to College Archives; permanent	•Office of Record-College President
151-1	ADMINISTRATIVE - ACCREDITATION - RECORDS - INSTITUTIONAL	May include but not limited to: institutional data sheets, annual reports, working papers, resource notebooks, college self-study, interim and final evaluation reports, progress reports and responses by the College and other related documentation or correspondence.	SELF-STUDY AND EVALUATION REPORT: Transfer to College Archives; permanent PROGRAM ACCREDITATION INFO: Permanent CORRESPONDENCE: 1 year ALL OTHER RECORDS: Completion of accreditation visit	•Office of Record-Vice President for Academic Affairs, Academic Deans, and/or Program Faculty
151-2	ADMINISTRATIVE - BOARD OF GOVERNORS	May include but not limited to: official meeting minutes, oaths of office, resolutions, policies adopted (reauthorized or disapproved), audio or video recordings of meeting proceedings, board packets and other related documentation or correspondence, and warrant records (registers, logs of warrants issued by the board, warrant cancellation requests, request memoranda, photocopies of checks, redeemed/cancelled/voided warrants and any supporting/related documentation).	Transfer to College Archives; permanent	•Office of Record-College President •Board Policy 10508
151-15	ADMINISTRATIVE - BOARD OF GOVERNORS - ELECTION RECORDS	May include but not limited to: certified copies of election results, ballot title and wording records, county filing election forms, election certificates, precinct maps, election tax levy history, election cost records, promotion or advertising records and other related documentation or correspondence.	Transfer to College Archives; permanent (all formats)	•Office of Record-College President
151-3	ADMINISTRATIVE - COLLEGE CATALOG	May include but not limited to: final published catalog, drafts, changes, and other related documentation or correspondence.	FINAL PUBLISHED CATALOG: Transfer to College Archives; permanent ALL OTHER RECORDS, INCLUDING CATALOG CHANGES: 1 year	•Office of Record-Vice President for Academic Affairs

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
151-4	ADMINISTRATIVE - COLLEGE HISTORY FILES	May include but not limited to: published and unpublished historical sketches, scrapbooks, photographs, photo negatives, press releases, newspaper clippings, publications, list of awards received by the College and other related documentation or correspondence.	Transfer to College Archives; permanent	•Office of Record-Public Affairs and/or Creating Office/Department
151-7	ADMINISTRATIVE - COMMUNICATION/ CORRESPONDENCE - LONG-TERM	Communications dealing with information related to the mission of the College, the establishment and implementation of policy, establishment of legal rights and responsibilities, major transactions or having other long-term ramifications to the operation of MCC. Includes all written and electronic correspondence and communications, regardless of physical form or characteristics, such as email, voicemail and instant messaging, and any communication not otherwise scheduled.	Permanent	•Office of Record- -Internal Communication -Creating Office/Department External Communication -Receiving Office/Department
151-6	ADMINISTRATIVE - COMMUNICATION/ CORRESPONDENCE - MEDIUM-TERM			•See COMMUNICATIONS, MEDIUM-TERM, item 024-025 •Office of Record-Chief Information Officer
151-8	ADMINISTRATIVE - COMMUNICATION/ CORRESPONDENCE - OTHER			•See COMMUNICATIONS, EVENT-DRIVEN, item 024-022 •See COMMUNICATIONS, FISCAL, item 024-023 •See COMMUNICATIONS, NONRECORD, item 024-026 •Office of Record-Chief Information Officer
151-9	ADMINISTRATIVE - COMMUNICATION/ CORRESPONDENCE - ROUTINE PUBLIC RECORD REQUESTS			•See COMMUNICATIONS, PUBLIC RECORD REQUESTS, item 024-021 •Neb. Rev. Stat. §84-712.04; R.R.S 1943 •MCC PM X-12 •Office of Record-Chief Information Officer, and/or Creating/Receiving Office/Department
151-5	ADMINISTRATIVE - COMMUNICATION/ CORRESPONDENCE - SHORT-TERM/EPHEMERAL			•See COMMUNICATIONS, SHORT-TERM, item 024-027 •Office of Record-Chief Information Officer

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
151-27	ADMINISTRATIVE - CONTRACTS - PERSONAL SERVICE	May include but not limited to: contracts, addenda, exhibits, justification statements, proposals, contractor selection statements, expense records, and agreements that may include general obligation, utilities, consultants, services, software, IT systems and construction <i>except buildings</i> . Documents may include specifications, requests for proposals or information (RFP/RFI), affidavits of publication of calls for bids, accepted and rejected bids, contracts, letters of agreements, purchase orders, inspection reports, performance bonds and correspondence.	Minimum 5 years after expiration of contract	<ul style="list-style-type: none"> •Office of Record-College Business Officer and/or Creating Office/Department •Shred record
151-11	ADMINISTRATIVE - CONTRACTS AND AGREEMENTS	May include but not limited to: bid and quote lists, notices of bid opening and award, comparison studies, requests for proposals or information, comparison summaries, spreadsheets, tabulation worksheets, bid advertising records, records of accepted/rejected bids, selection of agents of record, title and deed records and other related documentation or correspondence.	ACCEPTED BUILDING CONTRACTS: Transfer to College Archives; permanent NON-BUILDING CONSTRUCTION CONTRACTS: 10 years after completion/fulfillment of the contract REJECTED CONTRACTS: 5 years TITLE AND DEEDS: Permanent OTHER CONTRACTS: 5 years after completion, fulfillment or voiding of contract	<ul style="list-style-type: none"> •Office of Record-Purchasing, College Business Officer, and/or Creating Office/Department •Shred all non-permanent records
151-12	ADMINISTRATIVE - COPY AND PRINT SERVICES (COLLEGE-WIDE)	May include but not limited to: department machine counter reports to Purchasing, billings from vendors and other related documentation or correspondence.	3 years	<ul style="list-style-type: none"> •Office of Record-Purchasing
151-13	ADMINISTRATIVE - COPYRIGHT	May include but not limited to: permission to reproduce, distribute, adapt, perform or display copyrighted material of all kinds for academic and other purposes, application/approval forms, correspondence and copies of subject material (paper/other media and other related documentation/correspondence). The permissions may include single use, unlimited use, reproduce a specified number of copies, specific date or date span, defined purpose or other conditions.	5 years after expiration of permission(s)	<ul style="list-style-type: none"> •Office of Record- -Acquisitions - Video and Broadcasting Rights -Printing Rights - Copy Center
151-14	ADMINISTRATIVE - DEPARTMENTAL MEETING MINUTES	May include but not limited to: minutes, reports or related documentation for all meetings not covered by the Nebraska's Public Meeting Law.	When no longer of administrative value, transfer to College Archives; permanent	<ul style="list-style-type: none"> •Office of Record-Creating Office/Department

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
151-16	ADMINISTRATIVE - FACULTY/STAFF TRAINING & DEVELOPMENT AND IFEX PROGRAMS	May include but not limited to: course descriptions, instructional materials, handouts, course outlines, Academy for Leadership applications and nominations, review and approval documentation, list of participants or recipients, class rosters, sign in sheets, schedules, applications/nominations, review and approval documentation, arrangements and schedules, publicity and news clippings, presentation transcripts, activities documentation and other related documentation or correspondence.	5 years	<ul style="list-style-type: none"> •Office of Record-Academic Affairs/Training and Development •Shred record
151-18	ADMINISTRATIVE - FAX (FACSIMILE) TRANSMISSIONS	Incoming & outgoing.	Retain and dispose of with appropriate record series to which they pertain	<ul style="list-style-type: none"> •Office of Record-Creating/Receiving Office
151-19	ADMINISTRATIVE - FULL-TIME EQUIVALENCY RECORDS (FTE)		5 years	<ul style="list-style-type: none"> •Office of Record-Institutional Research
151-22	ADMINISTRATIVE - LEASES	May include but not limited to: leases that may include land leases. Documents may include specifications, requests for proposals or information (RFP/RFI), affidavits of publication of calls for bids, accepted and rejected bids, contracts, letters of agreements, purchase orders, inspection reports, performance bonds and correspondence.	Minimum 5 years after fulfillment of lease, provided audit has been completed	<ul style="list-style-type: none"> •Office of Record-College Business Officer and College General Counsel •Shred record
151-23	ADMINISTRATIVE - LEGAL CASE FILES	May include but not limited to: investigatory material, complaints, work notes, police reports, subpoenas, requests for hearing, requests for judicial review, motions, pleadings, briefs, transcripts, petitions, court orders, notices of appeal, depositions, exhibits and other related documentation or correspondence.	Transfer to College Archives; permanent (all formats)	<ul style="list-style-type: none"> •Office of Record-College President
151-10	ADMINISTRATIVE - LOGS	Logbooks are maintained in a variety of formats and for various reasons (document registration of visitors, non-agency personnel, telephone calls, etc.). Log information may include but not limited to: sender/name, subject matter/reason, date and time, phone number, actions taken and results.	POLICE/PUBLIC SAFETY: 5 years ALL OTHERS: 2 years	<ul style="list-style-type: none"> •Office of Record-Creating Office/Department

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
151-24	ADMINISTRATIVE - MAIL, COPY AND PRINT SERVICES	May include but not limited to: summaries of outgoing postage charged to departments, periodic reporting of charges to College accounts for printing and copying services, payment of charges, delivery receipts, receipt verification notebooks, incoming and outgoing certified, registered, insured, or express mail records, outgoing and upkeep records and other related documentation or correspondence.	5 years or maximum of 10 years if no audit has been performed	<ul style="list-style-type: none"> •Office of Record-Central Stores and/or Copy Center •Shred record
151-25	ADMINISTRATIVE - MAILING LISTS		Superseded	<ul style="list-style-type: none"> •Office of Record-Creating Office/Department •Shred record
151-26	ADMINISTRATIVE - ORGANIZATIONAL CHARTS		Superseded	<ul style="list-style-type: none"> •Office of Record-Human Resources •Shred records
151-21	ADMINISTRATIVE - PLANNING - INSTITUTIONAL	May include but not limited to: instructions from president or other administrator explaining nature and purpose of requested strategic planning effort, internal planning committee materials, statements of objectives, missions and goals, proposals, strategic planning activity reports and other related documentation or correspondence.	FINAL REPORTS: Transfer to College Archives; permanent ALL OTHER RECORDS: 15 years	•Office of Record-College President
151-28	ADMINISTRATIVE - POLICY AND PROCEDURES GUIDELINES AND MANUALS	Includes College's Procedures Memorandums.	FINAL: Transfer to College Archives; permanent DRAFTS: 1 year after final document produced	•Office of Record-College President
151-29	ADMINISTRATIVE - POLICY DEVELOPMENT AND AGENCY PLANNING		FINAL: Transfer to College Archives after 20 years; permanent DRAFTS/WORK NOTES: 1 year after final document produced	•Office of Record-College President
151-30	ADMINISTRATIVE - PROFESSIONAL MEMBERSHIP	May include but not limited to: agency-paid individual and institutional memberships and activities in professional organizations.	6 years after expiration	•Office of Record-College Business Officer
151-31	ADMINISTRATIVE - PUBLICATIONS	May be used to document the activities of the office for educational or information purposes, or to communicate programs, policies and events. May include but not limited to: background material, art work, drafts, prints, flats and final publications produced by individual offices, including student publications.	ORIGINAL ART WORK: No longer of reference value FINAL PUBLICATIONS: Transfer to College Archives; permanent ALL OTHER RECORDS: 2 years ANNUAL AND FINANCIAL/FISCAL COLLEGE REPORTS, AND STUDENT HANDBOOKS: Deposit 4 copies with the NE Publication Clearinghouse	<ul style="list-style-type: none"> •Office of Record-Public Affairs and/or Academic Affairs •Does NOT include College Catalogs or other documentation required for re-accreditation •Neb. Rev. Stat. §51-411 to §51-418

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
151-32	ADMINISTRATIVE - SCHEDULING RECORDS	May include but not limited to: desk calendars, reservations logs/lists, meeting requests and administrative calendars or appointment books.	2 years	•Office of Record-Creating Office/Department
151-33	ADMINISTRATIVE - SIGNATURE AUTHORIZATIONS	Documentation of designated agency employees authorized to sign financial documents and contractual agreements.	7 years after superseded or expired	•Office of Record-College Business Officer •Shred record
151-34	ADMINISTRATIVE - TELEPHONE LOGS	May include but not limited to: date and time of call, name of caller, phone number called or received, nature of call, actions taken and results of the call.	POLICE/PUBLIC SAFETY: 5 years ALL OTHERS: 2 years	•Office of Record-Creating Office/Department
151-205	ADMINISTRATIVE - WORKING PAPERS	May include but not limited to: raw data used in compiling reports and studies, and draft copies of documents and forms.	REPORT OR STUDY PUBLISHED: After final report or study is published REPORT OR STUDY UNPUBLISHED: When no longer of reference value DRAFT COPIES: When no longer of reference value	•Office of Record-Creating Office/Department
151-35	CURRICULUM AND INSTRUCTION - ACADEMIC CALENDAR	May include but not limited to: dates and deadlines for academic term (such as registration, final examinations, holidays and breaks), personnel matters, reports and other related documentation or correspondence.	FINAL CALENDAR: Transfer to College Archives; permanent ALL OTHER RECORDS: Superseded or obsolete	•Office of Record-Vice President for Academic Affairs
151-38	CURRICULUM AND INSTRUCTION - ACADEMIC PROGRAMS - ADVISORY COMMITTEE RECORDS	May include but not limited to: membership lists, meeting minutes, agendas, reports, notes, working papers, transcriptions and other related documentation or correspondence.	PROGRAM COMMITTEE MINUTES AND AGENDAS: 5 years, subject to review by the College Archivist for possible accession INDIVIDUAL PROGRAM COMMITTEE INFO: 5 years RESOURCE NOTEBOOKS AND WORKING FILES: Superseded or obsolete OTHER RECORDS: 3 years	•Office of Record-Academic Deans and/or Faculty
151-36	CURRICULUM AND INSTRUCTION - ACADEMIC PROGRAMS - ASSESSMENTS	Documentation of the tool(s) used by various program areas to determine the success of the program.	INDIVIDUAL PROGRAM INFO: 5 years DEPARTMENT STRATEGIC PLANNING INFO: 5 years STUDENT EVALUATION RECORDS: 5 years ALL OTHER RECORDS: Superseded or obsolete	•Office of Record-Academic Deans
151-37	CURRICULUM AND INSTRUCTION - ACCREDITATION RECORDS (PROFESSIONAL/PARA-PROFESSIONAL PROGRAMS)	May include but not limited to: self-study reports, final reports, statistical data, working papers, accreditation organization evaluation report and other related documentation or correspondence.	SELF-STUDY AND EVALUATION REPORT: Transfer to College Archives after 10 years; permanent PROGRAM ACCREDITATION INFO: Permanent INDIVIDUAL PROGRAM INFO: 5 years ALL OTHER RECORDS: Completion of accreditation process	•Office of Record-Vice President for Academic Affairs, Academic Deans, and/or Program Faculty

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
151-39	CURRICULUM AND INSTRUCTION - CLASS LISTS	May include but not limited to: student name, social security number, College ID number, academic term, course number, course name, enrollment and registration status, payment status, instructor notes or comments and other related documentation or correspondence.	ORIGINAL RECORD: Transfer to College Archives; permanent STUDENT AND LEARNING MANAGEMENT SYSTEMS: Transfer to backup tape drives; permanent	•Office of Record-Academic Affairs, Academic Deans, Faculty, and/or Instructional Design Services
151-40	CURRICULUM AND INSTRUCTION - CLASS SCHEDULES	May include but not limited to: class schedules, revisions of class schedules, working papers, draft documents, and related documentation or correspondence.	PUBLISHED CLASS SCHEDULE AND REVISIONS: Transfer to College Archives; permanent YEARLY SCHEDULES: 2 years ALL OTHER RECORDS: 10 years	•Office of Record-Academic Deans
151-41	CURRICULUM AND INSTRUCTION - COURSE ENROLLMENT SUMMARIES	May include but not limited to: 10th day reports, end of quarter reports and other related documentation or correspondence.	5 years	•Office of Record-Institutional Research
151-42	CURRICULUM AND INSTRUCTION - COURSE LISTS	May include but not limited to: course identification number, course title, number of credits (lecture, lab and total), number of contact hours or work load, number of weeks in term, tuition and fees, funding area formula code, organizational unit, interest area or topic in quarterly schedule, prerequisites, pay level and related information.	Transfer to College Archives; permanent	•Office of Record-Vice President for Academic Affairs
151-43	CURRICULUM AND INSTRUCTION - COURSE OUTLINES	May include but not limited to: course outlines and working files used to create the course outline and receive approval from the Vice President for Academic Affairs. Working files may include application for course approval and other related documentation or correspondence.	ACTIVE COURSE OUTLINES: Retain in Vice President for Academic Affairs and Academic Deans' Offices, permanent INACTIVE COURSE OUTLINES: Retain in Vice President for Academic Affairs Office, permanent DISCONTINUED COURSE OUTLINES: Transfer to College Archives at end of inactive period; permanent WORKING PAPERS: No longer of reference value	•Office of Record-Vice President for Academic Affairs and/or Academic Deans
151-44	CURRICULUM AND INSTRUCTION - COURSE SYLLABI	May include but not limited to: course title and number, instructor name and phone number, class meeting times and location, instructor office hours and location, course description, performance-based learner outcomes, required textbook(s), outline of topics and/or assignments, grading procedures, testing information and additional references or recommended readings.	1 year after superseded	•Office of Record-Academic Deans

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
151-45	CURRICULUM AND INSTRUCTION - CURRICULUM DEVELOPMENT	May include but not limited to: application and supporting documentation of faculty seeking to develop or revise program curriculum in a course, review and approval documentation, report or other product of curriculum development project and other related documentation or correspondence.	ACTIVE COURSES: Retain in Vice President for Academic Affairs and Academic Deans' Offices, permanent INACTIVE COURSES: Retain in Vice President for Academic Affairs Office, permanent OBSOLETE COURSES: Transfer to College Archives at end of inactive period; permanent WORKING PAPERS: No longer of reference value	•Office of Record-Vice President for Academic Affairs and/or Academic Deans
151-46	CURRICULUM AND INSTRUCTION - HIGH SCHOOL DUAL ENROLLMENT PROGRAM PARTICIPATION	May include but not limited to: contracts and agreements and other related documentation or correspondence pertaining to high school dual enrollment and career development activities for credit.	CONTRACTS AND AGREEMENTS: 5 years after expiration ALL OTHER RECORDS: 5 years	•Office of Record-Secondary Partnerships
151-47	CURRICULUM AND INSTRUCTION - INSTRUCTIONAL AGREEMENTS AND RECORDS	May include but not limited to: articulation agreements (with high schools, other community colleges and four-year institutions), agreements between the College and other entities (including the state government for educational services), instructional contracts for full and part time faculty teaching credit and non-credit courses, short-term contracted training records (which document non-degree, non-credit, short-term classes that enable persons in business, government, industry or the general public to learn new skills or update existing skills), short-term and long-term training (offered for area industries and businesses). Records not limited to contracts or agreements and may include: registration records, class lists, payment records, flyers, course and credit records, transcripts, working files, reports and other related documentation or correspondence.	ABSENCE AND LEAVE CALL IN RECORDS: 1 year ADJUNCT EVALUATION SCHEDULE: 1 year ARTICULATION AGREEMENTS: 5 years BUSINESS PARTNERSHIPS: 5 years INDEPENDENT STUDY APPLICATIONS: 1 year INTERNSHIP FORMS: 1 year NON-TEACHING APPLICATIONS AND CONTRACTS: 3 years STATEMENT OF ETHICS FORMS: Permanent ALL OTHER RECORDS: 10 years after expiration of contract or agreement or termination of employment (whichever is later) WORKING PAPERS: After contract is finalized	•Office of Record-Vice President for Academic Affairs, Academic Deans, Human Resources, Payroll, Effectiveness and Community Engagement/Continuing Education, and/or Workforce Innovation Division
151-48	CURRICULUM AND INSTRUCTION - PROGRAM REVIEW DOCUMENTS		Superseded or obsolete	•Office of Record-Vice President for Academic Affairs/Academic Deans
151-49	CURRICULUM AND INSTRUCTION - PROGRAM STUDENT HANDBOOKS	May include but not limited to: information on field study, faculty, policies or academic requirements.	FACULTY HANDBOOKS: 2 years PROGRAM CLUB INFORMATION: 2 years ALL OTHER RECORDS: Superseded or obsolete	•Office of Record-Vice President for Academic Affairs, Academic Deans, and/or Faculty

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
151-50	CURRICULUM AND INSTRUCTION - STUDENT COURSEWORK	May include but not limited to: attendance records, grade books, tests, evidence of student learning or any material used to determine student grades.	ACADEMIC MISCONDUCT RECORDS: 5 years GRADE APPEALS: 3 years after actions and appeals are complete OR when no longer of reference value (whichever is later) ALL OTHER RECORDS: 6 months after end of academic term (unless otherwise distributed back to student; e.g. portfolios, etc.)	•Office of Record-Academic Deans and/or Faculty
151-51	DISTANCE EDUCATION	May include but not limited to: course lists for telecourses, web-based courses and other alternative delivery systems, teachers' lists, marketing records, evaluations and surveys, annual statistical and narrative reports (summaries about enrollment, growth and trends in distance education), license agreements concerning the acquisition of the material and the services (e.g. wireless cable operators) and other related documentation or correspondence.	LICENSE AGREEMENTS: 6 years after expiration ALL OTHER RECORDS: 5 years	•Office of Record-Academic Affairs, Campuses and Student Affairs, and/or Instructional Design Services
151-52	DISTANCE EDUCATION - FCC LICENSE	May include but not limited to: applications, correspondence, legal options, license, excess capacity agreements, contract approval records and other related documentation or correspondence.	Transfer to College Archives; permanent	•Office of Record-Instructional Design Services
151-53	FACILITY/PROPERTY - BUILDING, BUILDING REPAIR, REMODELING AND CONSTRUCTION	May include but not limited to: floor plans, specifications, layout, sketches, maintenance agreements, work logs, State Fire Marshal's compliance and other building inspection reports, permits, project descriptions and requirements, plan reviews, project schedules and other related documentation and correspondence. May also include building configuration, real property equipment installed, documentation of remodeling or major repair and engineering blueprints.	Life of the structure, subject to review by the College Archivist for possible accession	•Office of Record-Campus Planning and Sustainability and/or Facilities Management
151-57	FACILITY/PROPERTY - EQUIPMENT AND FURNITURE INVENTORY, EQUIPMENT HISTORY	May include but not limited to: shipping manifests or packing slips, vendor information, instruction and operation manuals, location of equipment, property disposition requests/reports, transfer of responsibility memoranda, warranty or guarantee information, specifications, serial numbers, maintenance agreements or contracts, service call reports, maintenance records, property inventory listings, property disposition requests and notices, equipment transfer forms, and other related documentation or correspondence.	EQUIPMENT AND FURNITURE INVENTORY: 5 years PACKING SLIPS: 5 years OPERATING COST RECORDS: 5 years or maximum of 10 years if no audit has been performed ALL OTHER RECORDS: 5 years after equipment surplused or discarded	•Office of Record- -Packing Slips- Central Stores -Service Call Reports/Maintenance- Owning Office/Department -Other Records - Accounting Services/Property Accounting

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
151-58	FACILITY/PROPERTY - FACILITY INVENTORY	May include but not limited to: inventories which list each campus building and parcel of real estate, date acquired, property description, utilization of building space records, operating and maintenance cost records, inventory and other working documents (containing building name, room number and condition), type of space and square footage and other related documentation or correspondence.	Superseded or obsolete	•Office of Record-Campus Planning and Sustainability, College Business Officer, and/or Facilities Management •Neb. Rev. Stat. §23-347 R.R.S. 1943
151-59	FACILITY/PROPERTY - FIXED ASSET INVENTORY REPORTS		7 years	•Office of Record-Accounting Services/Property Accounting
151-61	FACILITY/PROPERTY - HAZARD COMMUNICATION STANDARD	May include but not limited to: chemical inventory list and safety data sheets.	CHEMICAL INVENTORY LIST: Superseded SAFETY DATA SHEETS: 30 years	•Office of Record-Campus Planning and Sustainability and/or Owning Office/Department
151-64	FACILITY/PROPERTY - VEHICLES, VEHICLE MAINTENANCE	May include but not limited to: vehicle titles, registrations, warranties, maintenance agreements, vehicle inventories (containing information regarding description, dollar value and date of purchase), vehicle usage records, scheduling records, transportation request forms (listing the beginning and ending mileage of the vehicle), maintenance requests and work orders, repair notices and authorization, maintenance and repair logs, service records and receipts, gas slips, and other related documentation or correspondence.	5 years after vehicle disposed of or transferred to new owner	•Office of Record-Facilities Management
151-65	FACILITY/PROPERTY - WORK ORDERS, UTILITY SYSTEMS AND EQUIPMENT OPERATIONS, MANUALS AND MAINTENANCE	May include but not limited to: permits, mechanical readings charts, equipment operations logs, equipment maintenance histories, property and equipment repair requests, work orders, repair authorizations and other related documentation or correspondence.	3 years after equipment is no longer in service or 5 years (whichever is later)	•Office of Record-Facilities Management
151-74	FINANCIAL - ACCOUNT AND JOURNAL TRANSFERS	May include but not limited to: journal transfers and ITD transfers with other state agencies.	7 years or maximum of 10 years if no audit has been performed	•Office of Record-Accounting Services/Student Financial Services
151-73	FINANCIAL - ACCOUNT RECONCILIATION	May include but not limited to: printouts, worksheets, reports, schedules and other supporting documentation.	7 years or maximum of 10 years if no audit has been performed	•Office of Record-Accounting Services/Student Financial Services
151-75	FINANCIAL - ACCOUNTING STRUCTURE ORGANIZATIONAL HIERARCHY	May include but not limited to: fund structures, general ledger and other account codes and profiles.	Superseded or obsolete	•Office of Record-Accounting Services/Student Financial Services

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
151-76	FINANCIAL - ACCOUNTING SYSTEM INPUT DOCUMENTS, LISTINGS AND AGENCY CONTROL REPORTS	May include but not limited to: input documents, batch control reports, hand-posted spreadsheets, control reports and memoranda.	7 years or maximum of 10 years if no audit has been performed	•Office of Record-Accounting Services/Student Financial Services
151-77	FINANCIAL - ACCOUNTS PAYABLE - CHECK REGISTERS, EMPLOYEE AND NON-EMPLOYEE EXPENSES	May include but not limited to: credit card receipts, invoices, vouchers, mileage reports, travel reimbursements, requests for other reimbursable expenses as defined by the College and other documents related to payment of bills by the agency.	7 years or maximum of 10 years if no audit has been performed	•Office of Record-Accounts Payable
151-78	FINANCIAL - ACCOUNTS RECEIVABLE	May include but not limited to: records of billing/collections of money paid to the agency and records of money owed to the agency, and invoice records.	7 years or maximum of 10 years if no audit has been performed	•Office of Record-Student Financial Services/Student Accounts
151-79	FINANCIAL - ANNUAL FINANCIAL REPORTS	May include but not limited to: transmittal cover sheets, combined balance sheet, combined statement of revenues and expenditures, changes in fund balance, notes to financial statements, exhibits such as adjustments to the accounting data, cash flow analyses, and other documents supporting statement amounts and notes.	Transfer to College Archives; permanent	•Office of Record-College Business Officer
151-80	FINANCIAL - AUDIT REPORTS	May include but not limited to: audit reports, supporting documentation, agency comments and related documentation or correspondence.	FINAL AUDIT REPORT AND COLLEGE RESPONSE: Transfer to College Archives; permanent GRANT FUND AUDIT REPORTS: 7 years or as required by the grant (whichever is later) ALL OTHER RECORDS: 5 years or maximum 10 years if no audit is required	•Office of Record-College Business Officer
151-81	FINANCIAL - BANK STATEMENTS		7 years or maximum 10 years if no audit has been performed	•Office of Record-Accounting Services
151-82	FINANCIAL - BOND RECORDS	May include but not limited to: authorizations, supporting financial documentation, G.O. bonds and certificates of participation, revenue bonds, bond ratings, sample copies of bonds issued, paid bonds, coupons and receipts, bond register and other related documentation or correspondence.	Transfer to College Archives; permanent	•Office of Record-Accounting Services
151-94	FINANCIAL - BUDGET - FINAL BUDGET - AS APPROVED BY THE BOARD OF GOVERNORS		Transfer to College Archives; permanent	•Office of Record-College Business Officer/Budget Projects Coordinator

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
151-83	FINANCIAL - BUDGET - PLANNING AND PREPARATION	May include but not limited to: budget requests, spreadsheets, expenditure projection work papers, budget development schedules, allotment reports, decision packages, spending plans, compensation plan proposals, contingency plans, performance measures, fiscal impact analyses, monthly trial balance summaries, expenditure detail reports, revenue detail reports, monthly encumbrance registers and expenditure/revenue registers.	7 years or maximum 10 years if no audit has been performed	•Office of Record-College Business Officer/Budget Projects Coordinator
151-84	FINANCIAL - BUDGET - REVIEW AND STATUS REPORTS	May include but not limited to: monthly printouts of departmental expenditures and amounts available for use in various funds or accounts.	YEAR-END REPORTS: 7 years or maximum 10 years if no audit has been performed ALL OTHER REPORTS: Superseded	•Office of Record-Accounting Services
151-85	FINANCIAL - CANCELLED CHECKS AND STUBS		7 years or maximum 10 years if no audit has been performed	•Office of Record-Accounting Services
151-86	FINANCIAL - CAPITAL CONSTRUCTION FUNDING	May include but not limited to: budget authorization forms, budget change orders, budget projection and allocation records, final acceptance statements, project descriptions and other related documentation or correspondence.	Life of the structure, subject to review by the College Archivist for possible accession	•Office of Record-College Business Officer
151-101	FINANCIAL - CASHIERING RECORDS	May include but not limited to: validation receipts, cash register tapes, bank deposit slips, check stubs, departmental deposit vouchers, cash receipt slips, petty cash balance sheets, checks, check registers, cash by account reports and monthly cash register reports.	7 years or maximum 10 years if no audit has been performed	•Office of Record-Student Financial Services/Cashier
151-89	FINANCIAL - COMPETITIVE BID	May include but not limited to: bid and quote lists, notices of bid opening and award, comparison studies, requests for proposals or information, comparison summaries, spreadsheets, tabulation worksheets, bid advertising records, tally sheets, bid specifications, vendor correspondence and other related documentation or correspondence.	ACCEPTED: Transfer to College Archives; permanent REJECTED: 5 years	•Office of Record-Purchasing
151-90	FINANCIAL - CORRESPONDENCE - FISCAL	May include but not limited to: correspondence sent and received by the agency's administrative and/or Business Office staff pertaining to the agency's fiscal policy, obligations or revenue.	7 years or maximum 10 years if no audit has been performed	•Office of Record-Creating/Receiving Department
151-93	FINANCIAL - GENERAL LEDGER POSTINGS	May include but not limited to: financial aid transmittals.	7 years or maximum 10 years if no audit has been performed	•Office of Record-Accounting Services

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
151-95	FINANCIAL - GENERAL LEDGERS	Provides a record of fiscal transactions for all asset, liability, owners' equity, revenue and expenditure accounts for the College. May include but not limited to: transaction registers, posted transaction details, revenue and expense reports by program/fund/program cost.	Transfer to College Archives; permanent	•Office of Record-Accounting Services
151-96	FINANCIAL - GRANTS	May include but not limited to: applications (including project proposals and narratives), summaries, objectives, activities, budgets, exhibit and award notifications, grant evaluation records and recommendations concerning grant applications, grant administration records (including progress reports, budgets, project objectives, proposals and summaries), records documenting allocation of funds, contracts, records monitoring project plans and measuring achievement and performance, equipment inventories, financial reports, accounting records, audit reports, expenditure reports and related correspondence or documentation.	FINAL GRANT PRODUCT OR REPORT: Transfer to College Archives; permanent SUCCESSFUL APPLICATIONS AND RELATED PAPERWORK: 7 years or as required by grant (whichever is later) UNSUCCESSFUL APPLICATIONS: 3 years FIXED ASSET RECORDS: 2 years after disposition of assets ALL OTHER RECORDS: 5 years after final or annual expenditure report is accepted	•Office of Record-Grants Office
151-99	FINANCIAL - PETTY CASH FUND	May include but not limited to: requests and authorizations to establish petty cash funds, ledgers, statements, requests for disbursements, copies of receipts and invoices.	7 years or maximum 10 years if no audit has been performed	•Office of Record-Purchasing
151-100	FINANCIAL - PURCHASING, VENDOR FILES, VENDOR REPORTS	May include but not limited to: telephone service orders, purchase orders and requests, purchase authorizations, purchase requisitions, contract release orders, price agreements, material/cost specifications, copy center printing orders, vendor files, vendor listings, data used to select vendors and track voucher/purchase order status and other related documentation or correspondence.	VENDOR FILES: Superseded or obsolete VENDOR REPORTS AND ALL OTHER RECORDS: 7 years or maximum 10 years if no audit has been performed	•Office of Record-Purchasing
151-102	FINANCIAL - TRIAL BALANCE	Provides a list of all open accounts in the general ledger and reflects the current financial position of the College. May include but not limited to: information on debit, credit and balance amounts per fund and account.	Transfer to College Archives; permanent	•Office of Record-Accounting Services
151-104	FINANCIAL - VOUCHER REGISTERS			•Office of Record-Accounts Payable •Obsolete 2005

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
151-68	FINANCIAL AID - ANNUAL REPORTS	May include but not limited to: schedules and instructions, working papers, exhibits, audit reports, findings, rebuttals and other related documentation or correspondence.	AUDIT REPORTS, EXHIBITS, FINDINGS AND REBUTTALS: Permanent ALL OTHER RECORDS: 5 years following end of fiscal year to which the records pertain	<ul style="list-style-type: none"> •Office of Record-Financial Aid •<i>Student Financial Aid (SFA) records may be retained longer for SFA reviews, audits and/or investigations</i>
151-66	FINANCIAL AID - FEDERAL TITLE IV PROGRAM AND INSTITUTIONAL RECORDS	May include but not limited to: Institutional Program Participation Agreement, recertification, educational program eligibility, accreditation reviews and reports, State agency reports, audits and program reviews, other records as specified in regulations that pertain to factors of financial responsibility and standards of administrative capability and consortia agreements between schools.	LOAN, CLAIM OR EXPENDITURE QUESTIONED BY A TITLE IV, HEA PROGRAM, AUDIT INVESTIGATION OR OTHER REVIEW: Resolution on questioned loan, claim or expenditure OR end of the retention period applicable to the record (whichever is later) AGREEMENTS: 6 years after completion, fulfillment or voiding of agreement BORROWER ELIGIBILITY: 5 years after the end of the award year in which borrower last attended the institution FISCAL OPERATIONS REPORT AND APPLICATION TO PARTICIPATE: 5 years after the end of the award year in which the FISAP is submitted	<ul style="list-style-type: none"> •Office of Record-Financial Aid •<i>Borrower Eligibility -Shred record</i> •<i>Student Financial Aid (SFA) records may be retained longer for SFA reviews, audits and/or investigations</i>
151-69	FINANCIAL AID - FISCAL RECORDS AND REPORTS	May include but not limited to: records of all Title IV program transactions, bank statements for all accounts continuing Title IV payments (cash disbursements, refunds and repayments), ledgers that identify each Title IV program transaction, Federal work-study payroll records, annual federal Fiscal Operations Report and Application to Participate funds report (FISAP), Federal Pell Grants Statements of Account, ED Payment Management System cash requests and quarterly or monthly reports, Title IV program reconciliation reports, audit reports and school responses, state grant and scholarship award rosters and reports, and accrediting and licensing agency reports.	FISAP EXCEPTION: 5 years after end of the award year in which the FISAP was submitted ALL OTHER RECORDS: 5 years after the end of the award year	<ul style="list-style-type: none"> •Office of Record-Financial Aid •Shred record •<i>Student Financial Aid (SFA) records may be retained longer for SFA reviews, audits and/or investigations</i>
151-70	FINANCIAL AID - PERKINS LOAN PROGRAM			<ul style="list-style-type: none"> •Office of Record-Financial Aid •Administration of Loan-Shred record •<i>Student Financial Aid (SFA) records may be retained longer for SFA reviews, audits and/or investigations</i> •Obsolete 2005

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
151-71	FINANCIAL AID - STUDENT FINANCIAL AID RECORDS	May include but not limited to: FISAP (Fiscal Operations Report and Application to Participate), FFEL/DL (Federal Family Education Loan/Direct Loan), merit, need/non-need and borrower records/reports, Student Aid Report (SAR), Institutional Student Information Report (ISIR - used to determine eligibility, documentation of need and eligibility for Title IV funds), cost of attendance information, documents used to verify applicant data, required student certification statements and supporting documentation, documentation of all professional judgment decisions, financial aid history information for transfer students, documentation of amount/date and basis of all refund and repayment calculations for a student, last dates of attendance, grade rosters and documentation of outside resources.	LOAN, CLAIM OR EXPENDITURE QUESTIONED BY A TITLE IV, HEA PROGRAM, AUDIT INVESTIGATION OR OTHER REVIEW: Resolution on questioned loan, claim or expenditure OR end of the retention period applicable to the record (whichever is later) STUDENT OR PARENT ELIGIBILITY: 5 years after the end of the award year in which the student borrower last attended the institution FFELP OR DIRECT LOAN PARTICIPATION: 5 years after the end of the award year in which the records are submitted FISCAL OPERATIONS REPORT AND APPLICATION TO PARTICIPATE: 5 years after the end of the award year in which the FISAP is submitted	<ul style="list-style-type: none"> •Office of Record-Financial Aid •Student/Parent Eligibility-Shred record •<i>Student Financial Aid (SFA) records may be retained longer for SFA reviews, audits and/or investigations</i> • <i>The Federal Student Aid Handbook published by the U.S. Department of Education, Assistant Secretary for Postsecondary Education, Office of Student Financial Assistance</i> • <i>Code of Federal Regulations (CFR) 2013/2014, FSA Annual, v. 2, Chapter 7</i>
151-72	FINANCIAL AID - STUDENT RECORDS, INSTITUTIONAL/ACADEMIC SUPPORT RECORDS	May include but not limited to: copy of academic transcript, admissions application, student course of study and enrollment history.	5 years after the end of the award year in which the FISAP is submitted or all questions resolved (whichever is later)	<ul style="list-style-type: none"> •Office of Record-Financial Aid •Shred record
151-107	INFORMATION MANAGEMENT - COMPUTER SYSTEM - MAINTENANCE	May include but not limited to: computer equipment inventories, hardware performance reports, component maintenance records, system backup reports and procedures, backup tape inventories, migration plans and related documentation or correspondence, sample forms, drafts, revisions, form logs/listings, proposals, authorizations and illustrations.	SYSTEM OR COMPONENT REPAIR OR SERVICES: 1 year after life of system or component REGULAR OR ESSENTIAL SYSTEM BACKUPS: 1 year after superseded or obsolete MIGRATION PLANS: Complete or superseded	•Office of Record-Chief Information Officer
151-109	INFORMATION MANAGEMENT - COMPUTER SYSTEM - SECURITY	May include but not limited to: employee access requests, passwords, access authorizations, system access logs and related documentation or correspondence.	SYSTEM ACCESS LOGS: 5 years ALL OTHER RECORDS: 5 years after superseded or obsolete	•Office of Record-Chief Information Officer
151-106	INFORMATION MANAGEMENT - COMPUTER SYSTEM - WIRING, FORMS DEVELOPMENT, DOCUMENTATION	May include but not limited to: computer use guidelines, Help Desk FAQs, user tutorials and operations instructions, blueprints or drawings of building computer system wiring (including cables, computer equipment connections), and related documentation or correspondence.	Superseded or obsolete	•Office of Record-Chief Information Officer

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
151-112	INFORMATION MANAGEMENT - INFORMATION SYSTEMS - PLANNING AND DEVELOPMENT	May apply to computerized information systems, filing systems, or microfilm systems. May include but not limited to: technology plans, feasibility studies and cost-benefit analyses, agency studies and surveys, system specifications and revisions, component proposals, technical literature, vendor literature, vendor proposals and related documentation or correspondence.	IMPLEMENTED SYSTEMS: 1 year after life of system UNIMPLEMENTED SYSTEMS: 5 years	•Office of Record-Chief Information Officer and/or Creating Office/Department for non-computer information systems
151-113	INFORMATION MANAGEMENT - MICROFILM, ELECTRONIC RECORDS, AND DURABLE MEDIUM PROCESS CONVERSION, QUALITY CONTROL	May include but not limited to: documents related to microfilm and electronic records conversion produced by or for the College showing conformity to the specifications required by the State Records Administrator's Rule. May include but not limited to: microfilmed records lists, microfilm reel indexes, service bureau transmittals, film inspection reports, inspection reports, equipment and operator logs and related documentation or correspondence.	DOCUMENT COPY: Retention as recommended in Section 003, Records Retention, of the Nebraska State Records Administrator's Durable Medium Written Best Practices & Procedures MICROFILM/DURABLE MEDIUM WORK COPY: Owning Office/Department; permanent MICROFILM/DURABLE MEDIUM SECURITY COPY: College Archives; permanent CONVERSION RECORDS: Permanent	•Office of Record-Creating Office/Department •430 NAC Ch. 7; § 001.04, Micrographics Standards •430 NAC Ch. 1, § 001.18 •Nebraska State Records Administrator's Durable Medium Written Best Practices & Procedures, Section 003, Records Retention
151-114	INFORMATION MANAGEMENT - PUBLIC RECORDS DISCLOSURE REQUESTS	May include but not limited to: requests for disclosure, request logs, approvals, denials, copies of petitions to Attorney General for review of denials of disclosure, Attorney General Orders to accept or deny disclosure and related documentation or correspondence.	Transfer to College Archives; permanent	•Office of Record-College President and/or Office of Request
151-108	INFORMATION MANAGEMENT - SOFTWARE, LICENSE AGREEMENTS	May include but not limited to: software purchase records, software inventories, software evaluations, licensing agreements, maintenance agreements, and related documentation or correspondence.	1 year after life of software or 1 year after no longer of administrative value (whichever is later)	•Office of Record-Chief Information Officer
151-117	INFORMATION MANAGEMENT - TELECOMMUNICATIONS SYSTEMS - MANAGEMENT	May include but not limited to: equipment records, Federal Communications Commission records, system planning records, telecommunications maintenance contracts, telecommunications service, installation or repair orders and other related documentation or correspondence.	1 year after life of system	•Office of Record-Chief Information Officer/Telecommunications
151-118	INFORMATION MANAGEMENT - USER SUPPORT - SHORT-TERM	May include but not limited to: help desk assistance requests, work order resolutions, task lists, status reports, staff meeting notes, and related documentation or correspondence.	1 year or when no longer of administrative value (whichever is later)	•Office of Record-Chief Information Officer

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
151-119	INSTITUTIONAL RESEARCH - INSTITUTIONAL REPORTS	Reports prepared for federal and state agencies. May include but not limited to: adult education grants, Perkins professional technical grants, student right to know, graduation rates, enrollment and course data, staff data, financial data, surveys and other related documentation or correspondence. May also include internal management information, such as outcome/performance measures, public affairs information, general information regarding enrollment and demographics, ad hoc department requests, accreditation and other topics as needed. Reporting systems include Integrated Post Secondary Education Data System (IPEDS).	IPEDS AND OTHER OFFICIAL REPORTS TO THE US DEPARTMENT OF EDUCATION: Transfer to College Archives; permanent PREPARATION MATERIAL: 1 year	•Office of Record-Institutional Research •Formats of draft and final reports may include but are not limited to print, electronic and microfilm
151-197	INTERNATIONAL STUDENT SERVICES - DEPARTMENT OF HOMELAND SECURITY AND STUDENT RECORDS - INSTITUTIONAL	May include but not limited to: Application to Extend/Change Nonimmigration Status (I-539), Application of Employment Authorization (I-765), Certificate of Eligibility for Nonimmigrant Student Status (I-20), copies of internal/external academic transcript, admission application and testing documents, financial affidavit and bank statements/letters, international and external student course of study and forms (Change of Education Level/Major, New Student Check In Guidelines, Program Extension, Reduced Course Load (RCL)/Justification, Transferring Out of MCC, Vacation Request, Concurrent Enrollment, etc.), and other records.	REINSTATEMENT DENIALS: 3 years after date of denial ALL OTHER RECORDS: 3 years after student no longer enrolled full time and/or in an optional practical training program	•Office of Record-International Student Services
151-120	LIBRARY AND MEDIA - ACQUISITIONS	May include but not limited to: purchase request forms (which list the title and other bibliographic information about the item requested), requestor's name, request tracking data, subject area, authorization signature and related documentation. Records may also include electronic bibliographic records (which are downloaded from OCLC into the library catalog), notations of receipt of material and accession registers.	3 years	•Office of Record-Library Services •Paper and/or electronic
151-121	LIBRARY AND MEDIA - BORROWER REGISTRATION	May include but not limited to: computerized record identifying and qualifying patron for borrowing privileges.	After patron no longer registered at college as a student or 4-county borrower and/or account cleared of fines (whichever is later)	•Office of Record-Library Services

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
151-122	LIBRARY AND MEDIA - CIRCULATION	May include but not limited to: statistical reports detailing transactions for management use and overdue notices, name and identification of the borrower, titles of materials borrowed, due dates, overdue and fine payment notation, item status (e.g. on search, lost and paid, mending, or damaged) and other related information.	STATISTICAL REPORTS: 10 years ALL OTHER RECORDS: After completion of transaction	<ul style="list-style-type: none"> •Office of Record-Library Services •Paper and/or electronic •Transaction resolution may delete active online records
151-123	LIBRARY AND MEDIA - INTERLIBRARY LOAN (ILL)	May include but not limited to: ILL request forms (paper and electronic), lender and borrower records (generated from electronic sources such as OCLC), tracking logs, copies of citations and other related documentation or correspondence.	3 years	<ul style="list-style-type: none"> •Office of Record-Library Services
151-124	LIBRARY AND MEDIA - LIBRARY CATALOG	May include but not limited to: books, serials, audiovisual, interactive materials, computer and AV equipment. Records may be contained in modules for cataloging, serials, acquisitions, reserves or circulation. Holdings records may include but not limited to: title, author, subject entries, collection, call number, publication date, price or value, source and related bibliographic documentation.	SERIALS HOLDINGS: Subscription terminated or holdings withdrawn ALL OTHER MATERIALS: Holdings deleted or withdrawn from the collection	<ul style="list-style-type: none"> •Office of Record-Library Services
151-125	LIBRARY AND MEDIA - LIBRARY REPORTS	May include but not limited to: data tally sheets, summary compilations, monthly, quarterly or annual statistical reports based on the data collected, records of additions and withdrawals from the collection, circulation records showing number of items checked out, category, number of holdings, time of checkout, length of checkout, student demographics, materials by subject, percentage of increase or decrease in activity, special activities and overdue data.	ANNUAL STATISTICAL REPORTS AND COMPILATION: 10 years ALL OTHER RECORDS: 5 years	<ul style="list-style-type: none"> •Office of Record-Library Services
151-126	LIBRARY AND MEDIA - OVERDUE MATERIALS	May include but not limited to: overdue notices sent to patrons notifying them of overdue materials, overdue records maintained in an online patron database, billing and collection records maintained in campus libraries and administrative offices, overdue materials involving material from other libraries in cooperative arrangements with the college library and related documentation or correspondence.	After material returned, debts reconciled or marked as unable to collect	<ul style="list-style-type: none"> •Office of Record-Library Services •Shred record

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
151-127	PERSONNEL - AFFIRMATIVE ACTION	May include but not limited to: affirmative action plans and/or policies (revisions or updates), reports, discrimination complaints, hearing and meeting records, reports and other related documentation or correspondence.	AFFIRMATIVE ACTION PLANS: Transfer to College Archives; permanent DISCRIMINATION COMPLAINTS; HEARING AND MEETING RECORDS; REPORTS: 3 years after final decision ALL OTHER RECORDS: 3 years	•Office of Record-Equity & Diversity
151-128	PERSONNEL - COLLECTIVE BARGAINING	May include but not limited to: union contracts and amendments, tentative agreements, arbitrator's recommendations, negotiating work notes, management counter proposals, negotiation updates, newspaper clippings, press releases, research background material, employee classification printouts and related documentation or correspondence.	CONTRACTS AND AGREEMENTS: Transfer to College Archives; permanent ALL OTHER RECORDS: 5 years after contract expiration	•Office of Record-Labor Relations/College General Counsel
151-129	PERSONNEL - COMPENSATION PLAN	May include but not limited to: compensation plans, salary surveys, pay tables, merit matrixes, pay range tables and other related documentation or correspondence.	COMPENSATION PLANS: 5 years after superseded ALL OTHER RECORDS: 5 years	•Office of Record-Human Resources
151-204	PERSONNEL - DIVERSITY EDUCATION	May include but not limited to: annual summary of International/Intercultural Education (IIE) attendance/evaluation measures, marketing materials for IIE programming, evaluation summaries for IIE programming.	3 years	•Office of Record-Equity & Diversity
151-130	PERSONNEL - EMPLOYEE BENEFITS	May include but not limited to: plan selection and application forms, enrollment records, contributions and deduction summaries, personal data records, authorizations, beneficiary information and related documentation or correspondence.	10 years after termination of employment	•Office of Record-Human Resources •Shred record
151-131	PERSONNEL - EMPLOYEE PERSONNEL (FACULTY AND STAFF)			•See EMPLOYMENT HISTORY FILE, item 024-041 •Office of Record-Human Resources •Shred record
151-132	PERSONNEL - EMPLOYEE TIME RECORDS			•See TIME CARDS AND TIME SHEETS, item 024-082 •See TIME OFF REQUESTS, item 024-083 •Office of Record-Payroll •Shred record

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
151-133	PERSONNEL - EMPLOYMENT ELIGIBILITY VERIFICATION (I-9)			<ul style="list-style-type: none"> •See INS FORM I-9 AND EMPLOYMENT ELIGIBILITY VERIFICATION FORM, item 024-052 •Office of Record-Human Resources •Shred record
151-134	PERSONNEL - EQUAL EMPLOYMENT OPPORTUNITY COMMISSION COMPLIANCE AND COMPLAINTS	May include but not limited to: EEO-4 reports, anti-discrimination committee meeting records and reports, workplace analyses, discrimination complaint policies/procedures memoranda, complaint case files, reports, exhibits, withdrawal notices, copies of decisions, hearing and meeting records, and related documentation or correspondence.	POLICIES AND PROCEDURES: 3 years after superseded WORKPLACE HARASSMENT: 4 years ALL OTHER RECORDS: 3 years after final decision	•Office of Record-Equity & Diversity
151-136	PERSONNEL - FAMILY MEDICAL LEAVE	May include but not limited to: leave requests, payroll wage and hour related data, records related to medical certifications or histories of employee or employee's dependents and related documentation or correspondence.	10 years after termination of employment	<ul style="list-style-type: none"> •Office of Record-Payroll/Human Resources (Medical Records) •Medical records must be kept physically separate from personnel records •Shred record
151-137	PERSONNEL - FEDERAL AND STATE TAX	Withholding allowance certificates and Social Security records that may include but not limited to: Federal Miscellaneous Income Statements (1099), Request for Taxpayer Identification Number and Certification forms (W-9), Employer's Quarterly Federal Tax Return forms (941 and/or 941E), Tax Deposit Coupons (8109), Employee's Withholding Allowance Certificates (W-4), Wage and Tax Statements (W-2) and related federal and state completed forms.	WITHHOLDING ALLOWANCE CERTIFICATES (W-4): 4 years after superseded or termination of employment (whichever is sooner) SOCIAL SECURITY RECORDS (INCLUDING W-2 FORMS): 4 years after due date of taxes involved or date taxes are paid (whichever is later) ALL OTHER RECORDS: 7 years	<ul style="list-style-type: none"> •Office of Record-Payroll •Shred record
151-138	PERSONNEL - GRIEVANCE			<ul style="list-style-type: none"> •See GRIEVANCE RECORDS, item 024-051 •Office of Record-College General Counsel
151-139	PERSONNEL - PAYROLL/PAYMENT	May include but not limited to: deduction registers, payroll registers, pre-payroll registers and payroll year-to-date registers. Master payroll may include but not limited to: pay period, name of employee, social security number, gross salary, garnishments, withholding and other deductions, pension payments and net salary.	MASTER PAYROLL LIST/REGISTER: Transfer to College Archives; permanent GARNISHMENTS: 2 years after settlement of debts or termination of employment (whichever is sooner) ALL OTHER RECORDS: 7 years	•Office of Record-Payroll

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
151-140	PERSONNEL - POSITION DESCRIPTION AND RECLASSIFICATION	May include but not limited to: old and new position descriptions, classification specifications, desk audits, salary surveys, classification review reports and related documentation or correspondence.	5 years	•Office of Record-Human Resources
151-141	PERSONNEL - RECRUITMENT AND SELECTION			•See APPLICATIONS AND OTHER SUPPLEMENTAL MATERIAL USED TO HIRE AND NOT HIRE PERSONS, item 024-004 •Office of Record-Human Resources •Shred record
151-142	PERSONNEL - UNEMPLOYMENT COMPENSATION CLAIMS/PAYMENTS	May include but not limited to: claims, notices, reports, claim determination appeal records, unemployment reports documenting earnings on a quarterly basis and related documentation or correspondence.	4 years	•Office of Record- -Claims- Human Resources -Payments -Payroll •Shred record
151-144	PERSONNEL - WELLNESS PROGRAM			•Office of Record-Wellness Committee •Obsolete 2007
151-145	PERSONNEL - WORKER'S COMPENSATION REPORTS			•See FIRST REPORT OF ALLEGED ACCIDENT OR OCCUPATIONAL DISEASE OR FIRST REPORT OF OCCUPATIONAL INJURY OR ILLNESS, item 024-048 •See REPORTS-WORKER'S COMPENSATION, item 024-072 •Office of Record-Payroll and/or Human Resources •Shred record
151-199	POLICE/PUBLIC SAFETY - AUDIO/VIDEO/DIGITAL RECORDINGS	May include but not limited to: recordings made by Police Department personnel or by safety cameras in use on college property.	EVIDENCE/CRIMINAL OFFENSE: See POLICE/PUBLIC SAFETY - PROPERTY AND PROPERTY REPORTS, item 151-201 EVIDENCE/TRAFFIC INFRACTION: 6 months from date of violation OR 30 days after court disposition (whichever is sooner) NON-EVIDENTIARY: Erase and reuse after 48 hours	•Office of Record-Police Department
151-146	POLICE/PUBLIC SAFETY - CAMPUS SAFETY PROGRAMS	May include but not limited to: safety policies, plans and procedures, Campus Security report and timely warnings, drug and alcohol abuse prevention information and drug-free workplace information.	POLICIES/PLANS/PROCEDURES: 5 years after superseded ALL OTHER RECORDS: 7 years	•Office of Record-Police Department

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
151-200	POLICE/PUBLIC SAFETY - CRIMINAL INCIDENT CASE REPORTS, ARREST REPORTS	May include but not limited to: records that pertain to arrest reports and offense reports, including arrestee's name, address, physical description, motor vehicle (if driven) at arrest, date and time of arrest, cover/face sheets, indexes, name of complainant, address, type of offense, the location and detailed description of offense.	7 years	•Office of Record-Police Department •Includes the disposition of the arrest from court records
151-154	POLICE/PUBLIC SAFETY - OFFICER/PUBLIC SAFETY ACTIVITY LOG			•See LOGBOOKS AND OTHER LOGS, item 024-056 •Office of Record-Police Department
151-149	POLICE/PUBLIC SAFETY - PARKING	May include but not limited to: permits, executive permits, tickets issued and related documentation or correspondence.	PERMITS AND APPLICATIONS: 2 years after separation/last date attended ALL OTHER RECORDS: 2 years	•Office of Record-Police Department •Shred record
151-201	POLICE/PUBLIC SAFETY - PROPERTY AND PROPERTY REPORTS	May include but not limited to: materials confiscated at the time of an arrest for use as evidence to support conviction, such as alcoholic beverages, drugs, weapons, clothing, tools, and motor vehicles.	EVIDENCE ITEMS: Transfer to appropriate court in receipt of a letter of transmittal (Note: allegedly stolen items may be returned to the owner pursuant to state statute) OTHER PROPERTY: After case is closed OR when no longer of legal value (whichever is later) PROPERTY REPORTS: 5 years after the final disposition of case OR after statute of limitations has expired (whichever is later)	•Office of Record-Police Department •Nebraska Revised Statute 269-820, Seized Property Disposition
151-202	POLICE/PUBLIC SAFETY - RECORD DISSEMINATION AND REPORTS	May include but not limited to: release of criminal history and non-criminal reports.	3 years	•Office of Record-Police Department
151-151	POLICE/PUBLIC SAFETY - SAFETY COMMITTEE AND ANNUAL REPORTS	May include but not limited to: agendas, meeting minutes, exhibits, reports and other related documentation or correspondence.	COMMITTEE MINUTES, AGENDAS AND REPORTS: When no longer of administrative value, transfer to College Archives; permanent ANNUAL REPORTS: After 5 years, transfer to College Archives; permanent ALL OTHER RECORDS: 3 years	•Office of Record-Police Department
151-198	POLICE/PUBLIC SAFETY - SAFETY COMPLIANCE AND INSPECTION (CLERY ACT)	May include but not limited to: building inspection reports for fire alarm and security systems.	10 years	•Office of Record-Police Department
151-203	POLICE/PUBLIC SAFETY - TRAINING RECORDS	May include but not limited to: a summary or listing of employee's training, including schools, seminars, in-service training programs, and continuing education courses.	5 years after termination of employment	•Office of Record-Police Department

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
151-155	POLICE/PUBLIC SAFETY - VEHICLE ACCIDENT REPORTS	May include but not limited to: reports of motor vehicle accidents investigated and related documentation or correspondence.	FATALITY ACCIDENTS: 10 years ALL OTHER ACCIDENTS: 3 years	•Office of Record-Police Department
151-156	POLICE/PUBLIC SAFETY - VEHICLE MAINTENANCE LOGS	May include but not limited to: annual inspection records of College owned Police/Public Safety vehicles and related documentation.	1 year after vehicle is disposed of or transferred to new owner	•Office of Record-Police Department
151-157	PUBLICATIONS AND PROMOTIONAL - MARKETING RESEARCH	May include but not limited to: surveys, notes from focus groups, reports, studies and related documentation or correspondence.	3 years	•Office of Record-Public Affairs
151-158	PUBLICATIONS AND PROMOTIONAL - PUBLIC SERVICE ANNOUNCEMENTS		5 years, subject to review by the College Archivist for possible accession	•Office of Record-Public Affairs
151-159	RECORDS MANAGEMENT (RM) AND COLLEGE ARCHIVES - PROGRAM RECORDS	May include but not limited to: database of accession records, authorizations, reference and research records, statistical reports, records management procedures or handbooks, records retention schedules, inventory worksheets, schedule authorizations, procedure guidelines, agency storage inventory lists, transmittals, destruction lists, destruction requests and authorizations and correspondence.	RM PROCEDURES/HANDBOOKS/ SUPERSEDED RETENTION SCHEDULES: Transfer to College Archives; permanent RECORDS DISPOSITION REPORTS: Transfer to College Archives; permanent ARCHIVES STORAGE INVENTORY DATABASE: Permanent RECORDS TRANSFER FORMS: •Creating Office/Department: Life of the associated records •College Archives: Permanent ALL OTHER RECORDS: 5 years	•Office of Record-College Archives and/or Creating Office/Department
151-148	RISK MANAGEMENT - EMPLOYEE ENVIRONMENTAL HEALTH AND SAFETY TRAINING	May include but not limited to: training attendance logs, instruction sheets, handouts, training certification forms and informational materials about training programs.	5 years	•Office of Record-Campus Planning and Sustainability •Shred record
151-162	RISK MANAGEMENT - ENVIRONMENTAL HEALTH AND SAFETY PLANS AND PROCEDURES	Written policies, plans, programs, and/or procedures. May include but not limited to: the MCC Safety and Health Program PM, the Crisis Communication Plan PM, and the Emergency Procedures Handbook.	Superseded or obsolete	•Office of Record-Campus Planning and Sustainability

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
151-163	RISK MANAGEMENT - HOLD HARMLESS/LIABILITY WAIVERS	May include but not limited to: documents releasing College from liability related to activities involving students/faculty/staff and related documentation or correspondence.	6 years	•Office of Record-Labor Relations/ College General Counsel
151-164	RISK MANAGEMENT - INSURANCE FUND CLAIM REPORTS	May include but not limited to: College Vehicle/Liability/Property Claim Reports, estimates of repairs, accident reports, incident reports, occupational injury reports, investigation records, police reports and related documentation or correspondence.	Transfer to College Archives; permanent	•Office of Record-College Business Officer
151-165	RISK MANAGEMENT - INSURANCE POLICIES			•See INSURANCE POLICIES, item 024-053 •Office of Record-College Business Officer
151-166	RISK MANAGEMENT - KEY ISSUANCE	May include but not limited to: key issue approval forms, return forms, key inventories, paid receipts, refund forms, key logs and related documentation or correspondence.	After key returned	•Office of Record-Facilities Management
151-147	RISK MANAGEMENT - OCCUPATIONAL INJURY AND ILLNESS	May include but not limited to: logs and summaries of recordable occupational injuries and illnesses (e.g. OSHA 300 Form, OSHA 300A Form, and OSHA 301 Form), supplementary forms, serious injury reports, injury cost reports, surveys and related documentation or correspondence.	5 years (providing no legal action is currently pending) or 5 years after legal actions resolved	•Office of Record-Campus Planning and Sustainability, Human Resources, and/or Police Department •Shred record
151-150	RISK MANAGEMENT - RISK FACTOR REPORTS	May include but not limited to: insurance company report to the College's Board of Governors and records of RFP in agent selection procedures and related documentation or correspondence.	5 years	•Office of Record-College Business Officer
151-152	RISK MANAGEMENT - SAFETY COMPLIANCE AND INSPECTION	May include but not limited to: building inspection reports for elevators and boilers, complaints, citations, notices of penalties, correction orders, follow-up actions, extension notices, variance records and related documentation or correspondence.	10 years	•Office of Record-Campus Planning and Sustainability and/or Facilities Management

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
151-167	STUDENT - ACADEMIC PROGRESS REPORTS AND STUDENT INFORMATION	May include but not limited to: personal student information, name change forms, student's academic history forms (classes taken, grades, etc.), advanced standing petition forms, audit petition forms, course proficiency petition forms, grade records, graduation evaluation (which includes applications for graduation), degree audits or evaluations by program, Metropolitan Community College course equivalency forms, incomplete/deferred credit forms, substitution petition forms, official transcript evaluation results, departmental notes/working papers and related documentation or correspondence.	ACADEMIC PROGRESS REPORTS AND STUDENT INFORMATION: Scan to student management system and transfer to College Archives; permanent	•Office of Record-Records
151-208	STUDENT - ACADEMIC RECORD APPEALS	Student appeals pertaining to a change to the student's academic record.	Scan to student management system and transfer to College Archives; 10 years	•Office of Record-Records •Shred paper records •Delete electronic records
151-188	STUDENT - ADVISING AND COUNSELING	May include but not limited to: personality and interest tests, advisor or counselor notes, records of test scores from outside agencies and related documentation or correspondence.	5 years	•Office of Record-Campuses and Student Affairs •Shred record
151-169	STUDENT - AGENCY SPONSORED PROGRAMS AND OCCUPATION SKILLS TRAINING	Agencies may include but not limited to: Adult and Family Services (AFS) Division, Opportunities, Jobs and Careers (OJC), Upward Bound, Job Opportunities and Basic Skills (JOBS), Vocational Rehabilitation Division (VRD), Veterans' Administration (VA), Workforce Investment Act (WIA), Social Security and local agencies. May include but not limited to: participant case files, specific applications for service, employment development plans, fee expenditure documents, progress files and related documentation or correspondence. Documents student participation in and college administration of programs designed to provide occupational skills training for persons recruited from governmental programs such as vocational rehabilitation, workers compensation, or veterans programs. May include but not limited to: student attendance and job performance reports, progress in learning objectives report, counseling case files and notes and related correspondence of documentation.	5 years	•Office of Record-Financial Aid, Student Financial Services, Academic Affairs/Career Skills Division and Literacy and Workplace Skills, and/or other Creating Office/Department

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
151-170	STUDENT - ASSESSMENT, PLACEMENT, AND DEVELOPMENTAL TESTING	May include but not limited to: entrance, placement or skills tests (e.g. ESL, ABE, TABE and GED tests), aptitude tests, interest surveys, placement tests for math, reading and writing skills or hearing and vision tests, applications, sign-in sheets, test scores, rosters of testees, testing rules and regulations, test administration records, examiner's manuals, exams and tests, test order and payment records, placement and test results and summary reports.	INTERNATIONAL STUDENT RECORDS: 3 years TESTING CENTER RECORDS: 3 years ADULT EDUCATION RECORDS: Transfer to College Archives; permanent ALL OTHER RECORDS: 5 years	<ul style="list-style-type: none"> •Office of Record-Testing Center, International Student Services, and/or Workforce Innovation Division •Shred record
151-172	STUDENT - CAREER NETWORK SERVICES	May include but not limited to: job history records, list of employers and job listings, job postings, correspondence with employers and related documentation or correspondence.	Store on student management system database, OrgSync: 1 year	<ul style="list-style-type: none"> •Office of Record-Academic Affairs/Career Skills Division
151-173	STUDENT - COOPERATIVE WORK EXPERIENCE	May include but not limited to: training agreements and learning objectives contracts (between the college, student and employer), work habit evaluation reports, registration records which are entered into the student's academic record and related documentation or correspondence.	CONTRACTS AND AGREEMENTS: 6 years after expiration ALL OTHER RECORDS: 10 years	<ul style="list-style-type: none"> •Office of Record-Career Services •Obsolete May 2011
151-187	STUDENT - DISABILITY SUPPORT SERVICES	May include but not limited to: health professional evaluation reports, recommendations for student applicants, high school transcripts and academic worksheets, autobiographical essays, special admissions applications checklists, physician's statements and letters of recommendation, counseling interview notes, counseling referrals, records of services provided, diagnostic test result and related documentation or correspondence.	1 year after last date attended	<ul style="list-style-type: none"> •Office of Record-Disability Support Services •Some records may be exempt from disclosure because of the American with Disabilities Act
151-181	STUDENT - NURSING (NURS) EVALUATION/INFORMATION PACKETS		3 years	<ul style="list-style-type: none"> •Office of Record-Academic Affairs/Dean of Health and Public Safety •Shred record
151-177	STUDENT - OFFICIAL TRANSCRIPTS AND TRANSCRIPT/CLASS SCHEDULE REQUESTS	May include but not limited to: inbound high school transcripts of students who have matriculated to Metropolitan Community College, incomplete/non-graduated duplicate or non-matriculated MCC students, and outbound transcripts.	MATRICULATED: Scan to student management system and transfer to College Archives; permanent OUTBOUND AND ALL OTHERS: 1 year REQUESTS: 6 months after date of request	<ul style="list-style-type: none"> •Office of Record-Records •Paper or electronic forms •Shred all non-permanent records

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151-183	STUDENT - OMAHA TECHNICAL COMMUNITY COLLEGE (OTCC) RECORDS		Scan to student management system and transfer to College Archives; permanent	•Office of Record-Records
151-206	STUDENT - PASS TO CLASS RECORDS	Forms for implementing MCC's Pass to Class free bus ridership program.	3 months	•Office of Record-Student Services
151-207	STUDENT - READMISSION FROM ACADEMIC SUSPENSION OR DISMISSAL FORMS	May include but not limited to: forms for readmission after suspension or dismissal from the college.	Scan final copy to student management system and transfer to College Archives; permanent	•Office of Record-Student Services •Shred all non-permanent working papers
151-191	STUDENT - RECRUITMENT RECORDS	May include but not limited to: prospect lists, interview and conversation notes, photographs, personal information forms and resumes and related documentation or correspondence.	1 year	•Office of Record-Enrollment •Shred record
151-186	STUDENT - REGISTRATION AND PROGRAM CHANGE FORMS	May include but not limited to: academic program change request forms, forms to add a class "late" after the quarter has started with appropriate approvals, change class sections with appropriate approvals, cancel a class with appropriate approvals, and readmit student to a class after being dropped for class non-participation with appropriate approvals.	Save in email management system and transfer to College Archives; permanent	•Office of Record-Contact Center
151-192	STUDENT - RIGHTS AND RESPONSIBILITIES DOCUMENTS	Documents the contract between the student and institution concerning student rights and responsibilities, rules of student conduct, freedoms and due process. May include but not limited to: statements of code of behavior, student rights, conflict resolution, student discipline and the appeal process. The statements are published in the student handbook and catalog.	6 years after superseded	•Office of Record-Campuses and Student Affairs
151-189	STUDENT - STUDENT GRIEVANCE RECORDS	May include but not limited to: notices of grievance, written description of the complaint, informal discussion notes, formal hearing notes (including audio tapes), summary of interviews, final summary statements, resolution of grievance, appeals documentation and related documentation or correspondence.	5 years after resolution	•Office of Record-Campuses and Student Affairs and/or College General Counsel •Shred record

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151-190	STUDENT - STUDENT HANDBOOKS	May contain information or policies on fields of study, faculty, academic requirements, grading and evaluation process.	Transfer to College Archives; permanent	<ul style="list-style-type: none"> •Office of Record-Campuses and Student Affairs •Student Handbooks have been replaced by the Code of Conduct, College Catalog, and Student Online Orientation. •Obsolete 2007/2008
151-193	STUDENT - SUBPOENA MEMOS/LETTERS		Scan to student management system and transfer to College Archives; permanent	•Office of Record-Records
151-195	STUDENT - TUTORING RECORDS	May include but not limited to: registration records, tutor training records, tutor time sheets (student hourly, work study, or staff), tutor class records and related documentation or correspondence.	2 years	<ul style="list-style-type: none"> •Office of Record-Learning & Tutoring Centers •Shred record
151-196	STUDENT - VERIFICATION REQUESTS AND FERPA RELATED FORMS	<p>A Verification Request is a release of information that gives Metropolitan Community College written permission to share requested information with a third party.</p> <p>A FERPA release of information is a written authorization giving third party access to student's academic records.</p> <p>FERPA related forms also include directory opt out and privacy flags.</p>	<p>VERIFICATION REQUESTS: 6 months after date of request</p> <p>FERPA RELATED FORMS: Scan to student management system and transfer to College Archives; permanent</p>	<ul style="list-style-type: none"> •Office of Record-Records •Format depends upon the requestor (FERPA compliance)