

Academic Affairs

Document Type	Description	Retention Period	Record Custodian	Media/Format	Method of Destruction	Notes
Items we do not currently have, but need to create and maintain						
Academics						
Academic Affairs Leadership Committee (AALC) & Expanded Academic Affairs Leadership Committee (EAALC) Documents	Documents related to council meetings, events, and informational publications.	10 years	Special Assistant to VPAA	electronic, online	Delete/purge digital records	
Academic Council Documents	Documents related to council meetings, events, professional development sessions, and informational publications.	10 years	Special Assistant to VPAA	electronic, online	Delete/purge digital records	
Articulation Agreements - Post Secondary	Original copies of Articulation Agreements with post-secondary institutions. A complete listing is available via the web	EXP + 10 years	Director of Academic Services	paper, electronic	Shred documents; delete/purge digital records	

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Document Type	Description	Retention Period	Record Custodian	Media/Format	Method of Destruction	Notes
Articulation Agreements - Secondary	Original copies of Articulation Agreements with secondary institutions.	EXP + 10 years	Director of K-12 Relations	paper, electronic	Shred documents; delete/purge digital records	
Assessment of Student Learning (CASL) Documents	Documents related to committee meetings, events, professional development sessions, and informational publications.	10 years	CASL Committee Co-Chairs	electronic, online	Delete/purge digital records	
CASL Committee - Yearly Reports	Yearly CASL reports for Co-Curricular, ILO, and Programs.	10 years	CASL Committee Co-Chairs	electronic, online	Delete/purge digital records	
CASL - Co-Curricular Activities Sub-Committee	Documents related to sub-committee meetings, events, professional development sessions, and informational publications.	10 years	CASL Committee Co-Chairs	electronic, online	Delete/purge digital records	
CASL - ILO Sub-Committee	Documents related to sub-committee meetings, events, professional development sessions, and informational publications.	10 years	CASL Committee Co-Chairs	electronic, online	Delete/purge digital records	
CASL Programs Sub-Committee	Documents related to sub-committee meetings, events, professional development sessions, and informational publications.	10 years	CASL Committee Co-Chairs	electronic, online	Delete/purge digital records	

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Document Type	Description	Retention Period	Record Custodian	Media/Format	Method of Destruction	Notes
Credit for Prior College Level Learning Request Forms	Documentation used to request credit for prior college level learning credit.	PERM	Special Assistant to VP	paper, electronic	N/A	
Computer Use/Access Request Forms	Documentation/verification of user privileges/access levels requested and assigned within Academic Affairs.	3 years	Special Assistant to VP	paper	Shred documents	
Course & Program Inventory	College Catalog, listing course and program descriptions.	PERM	Academic Services/Curriculum Team	Paper (prior to 2014), online website (post 2014)	N/A	Catalog website
Course Substitution Request Forms	Form used to request substitute course requirement in program of study	10 years	Special Assistant to VP	electronic	Delete/purge digital records	
Curriculum Committee Documents	Documents related to committee meetings, events, professional development sessions, and informational publications.	10 years	Curriculum Committee Chair	paper, electronic, online	Shred documents; delete/purge digital records	
Dual Enrollment & Early College Program Documents	Documents related to programs/pathways/partnerships with Dual Enrollment programs.	10 years	Director of K-12 Relations	paper, electronic	Shred documents; delete/purge digital records	

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Document Type	Description	Retention Period	Record Custodian	Media/Format	Method of Destruction	Notes
Faculty Senate Documents	Documents related to meetings, events, professional development sessions, and informational publications.	10 years	Faculty Senate Chair	paper, electronic, online	Shred documents; delete/purge digital records	
Field Trip Request Forms	Forms/documentation used to request student field trips.	End of Term	Academic Deans	paper	Shred documents	
Occupational Program Files	Files on each program the college offers for credit.	7 years	Academic Services	paper, electronic	Shred documents; delete/purge digital records	
Policies, Processes and Procedures - Academic Affairs	Documents related to policies and procedures used in Academic Affairs	SUP + 10 years	Project Manager, Academic Affairs	paper, electronic, online	N/A	These documents will be placed on a regular review cycle to ensure continuous process improvement.
Program Review Documents	Documents related to Program Reviews (replaces PROE reports for Perkins programs)	SUP + 10 years	Institutional Effectiveness	electronic	Delete/purge digital records	

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Document Type	Description	Retention Period	Record Custodian	Media/Format	Method of Destruction	Notes
Records of Official Student Complaints	Documentation of formal student complaints (grade appeals and complaints against Academic Affairs faculty and staff - Non Title IX related) are kept on file by the Vice President of Academic Affairs. Each file contains student complaint, supporting documents, record of resolution and verification of notification to the student.	PERM	Special Assistant to VP	paper, electronic	N/A	No method of destruction. Records are permanent
Smart Classroom/Technology Inventory	Documentation/Database of equipment and technology used in classrooms.	SUP	E-Learning Manager	electronic	Delete/purge digital records	
Waivers/Exceptions to Faculty workload	Waivers to faculty workload are documented using a PAF (Personnel Action Form). Completed forms are kept on file in the offices of the Academic School, the Vice President of Academic Affairs, and Human Resources. Original record is filed in employee personnel file.	Copies are kept for 3 years in Academic Affairs. Original is kept permanently in the employee personnel file.	Academic Deans	paper, electronic	Shred paper copies; delete/purge digital records	Copies are kept for 3 years in Academic Affairs. Original is kept permanently in the employee personnel file.

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Document Type	Description	Retention Period	Record Custodian	Media/Format	Method of Destruction	Notes
Instruction						
Course Syllabi	Faculty are required to submit a course syllabus for each section of courses taught. Course syllabus are due to School Administrative offices by the end of the first week of the semester. Submission process varies from school to school; however, all records are stored electronically.	ACT + 3 years	Academic Deans	electronic	Delete/purge digital records	
Faculty Handbook		SUP	Academic Affairs	electronic		We do not currently have a faculty handbook. Need to collaborate with 1650/Faculty Senate on draft
Faculty Qualifications	Documentation listing faculty qualifications to teach courses at Henry Ford College.	SUP + 7 years	Project Manager, Academic Affairs	electronic	Delete/purge digital records	

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Document Type	Description	Retention Period	Record Custodian	Media/Format	Method of Destruction	Notes
Faculty Teaching Schedules (includes FT Faculty Office Hours)	Full Time Faculty schedules are submitted in the Fall and Winter semester via Faculty Load Sheets. Full Time Faculty who teach in the Spring and Summer semester are not contractually obligated to do so, so their teaching schedules are extra-contractual. Part Time faculty schedules are documented at the school level using Part Time Faculty Load Sheets. Faculty schedules are also accessible online using WebFocus reporting tools.	ACT + 3 years	Academic Deans	electronic	Delete/purge digital records	
Student Grade Books (kept in Academic School offices)	Faculty are responsible for submitting paper copies of the their student grade book for each section of courses they teach. Grade books are collected each semester.	ACT + 7 years	Academic Deans	electronic	Delete/purge digital records	
Student Grade Book - Back up Materials	Supplemental and corresponding material used in creating and maintaining student grade book for the course.	ACT + 7 years	Faculty assigned to course	electronic	Delete/purge digital records	
Student Exams/Work	All collected homework, tests, quizzes, projects, papers, etc that was not returned to students during the semester.	Class Completion + 1 year	Faculty assigned to course	paper, electronic	Shred Documents; delete/purge digital records	

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Document Type	Description	Retention Period	Record Custodian	Media/Format	Method of Destruction	Notes
Textbook Inventory	Documentation of required & optional course textbooks/learning materials by course. This documentation is submitted on a semester to semester basis.	SUP+3 years	College Store	electronic	Delete/purge digital records	Textbook requests are submitted electronically to the College Store. Record of requests are kept at the school level.
Learning Support Services						
Learning Lab Records	Documents related to Learning Lab Services at Henry Ford College.	ACT + 1 year	Coordinator of Learning Lab	Paper, electronic, online	Shred Documents; delete/purge digital records	
Library Database & Records	Documents related to Library Services at Henry Ford College.	ACT + 3 years	Director of Learning Services	Paper, electronic, online	Shred Documents; delete/purge digital records	
Processes and Procedures - Learning Services	Documents related to policies and procedures specific to the Library and Learning Lab	SUP	Director of Learning Services	electronic	Delete/purge digital records	
Tutoring	Documents related to tutoring services at Henry Ford College.	ACT + 1 year	Coordinator of Learning Lab	Paper, electronic, online	Shred Documents; delete/purge digital records	
School of Business, Entrepreneurship, & Professional Development						

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Document Type	Description	Retention Period	Record Custodian	Media/Format	Method of Destruction	Notes
Equipment Inspections - BEPD	Verification of equipment used in BEPD labs.	5 years	Faculty Chairs	electronic	Delete/purge digital records	
Grant Partnerships - BEPD	Documents related to grants/partnerships with courses/programs within the School of BEPD	EXP + 5 years	Dean of BEPD	paper, electronic	Shred Documents; delete/purge digital records	
Handbook - School of BEPD	Handbooks distributed to faculty and staff within the School of BEPD at Henry Ford College	SUP	Dean of BEPD	electronic	Delete/purge digital records	
Instructional Leadership Team (ILT) - School of BEPD	Documents related to team meetings, events, professional development sessions, and informational publications.	3 years	Assistant to the Dean, School of BEPD	paper, electronic	Shred Documents; delete/purge digital records	
Processes and Procedures - School of BEPD	Documents related to policies and procedures specific to the School of Business, Entrepreneurship, and Professional Development	SUP	BEPD Leadership Team (ILT)	electronic	Delete/purge digital records	
Accredited Programs - School of BEPD						

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Document Type	Description	Retention Period	Record Custodian	Media/Format	Method of Destruction	Notes
ASSET Program Accreditation	Documentation related to program accreditation from the National Institute for Automotive Service Excellence (ASE)/National Automotive Technicians Education Foundation (NATEF)/Ford Motor Company STST.	SUP + 7 years	Program Lead	paper, electronic	Shred Documents; delete/purge digital records	
Automotive Technology Program Accreditation	Documentation related to program accreditation from the National Institute for Automotive Service Excellence (ASE)/National Automotive Technicians Education Foundation (NATEF).	SUP + 7 years	Program Lead	paper, electronic	Shred Documents; delete/purge digital records	
Culinary Arts Program Accreditation	Documentation related to program accreditation from the American Culinary Federation (ACF) .	SUP + 7 years	Program Lead	paper, electronic	Shred Documents; delete/purge digital records	

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Document Type	Description	Retention Period	Record Custodian	Media/Format	Method of Destruction	Notes
Information Assurance (CyberSecurity) Program Accreditation	Documentation related to program accreditation from the National Information Assurance Education and Training Program (NIETP)NSA/DHS National Centers of Academic Excellence in Cyber Defense.	SUP + 7 years	Program Lead	paper, electronic	Shred Documents; delete/purge digital records	
Paralegal Studies Program Accreditation	Documentation related to program accreditation from the American Bar Association - Standing Committee on Paralegals (ABA).	SUP + 7 years	Program Lead	paper, electronic	Shred Documents; delete/purge digital records	
Workforce & Professional Development						
Company Sponsored Student Files	Files containing documentation related to company-sponsored students at Henry Ford College.	5 years	Workforce Development Staff	paper, electronic	Delete/purge digital records	
Company Sponsored Student Registrations	Documentation (including for-credit registration forms) related to company-sponsored students enrolled in programs in the School of BEPD at Henry Ford College.	PERM	Enrollment Associate III	electronic	N/A	

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Document Type	Description	Retention Period	Record Custodian	Media/Format	Method of Destruction	Notes
Non-credit course offerings/schedules	Documentation of non-credit course offerings at Henry Ford College	PERM	Workforce Development Staff	electronic	N/A	
Non-credit student registrations	Documentation of Non-Credit course enrollment for company sponsored, third-party pay students	PERM	Enrollment Associate III	electronic	N/A	
School of Health & Human Services						
Affiliation agreements for clinical education Active = agreement date	Documents related to clinical education/partnerships within the School of Health and Human Services.	ACT + 10 years	Assistant to the Dean of Health and Human Services	electronic	Delete/purge digital records	
Applications, correspondence to students and clinics	Applications and correspondence related to admission and enrollment in Health Careers and Nursing programs at Henry Ford College.	6 years	Faculty Chair, Nursing Program Leads, Health Careers	paper, electronic	Shred Documents; delete/purge digital records	
Articulation agreements for incoming program transfer students Active = agreement date	Documentation related to articulation agreements within the School of Health and Human Services.	PERM	Faculty Chair, Nursing Program Leads, Health Careers	paper, electronic	N/A	
Radiation monitoring reports	Documentation related to radiation monitoring reports	SUP + 5 years	Program Lead, Radiography	electronic	Delete/purge digital records	

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Equipment Inspections - HHS	Documents related to equipment inspections within the School of Health and Human Services.	5 years	Faculty Chair, Nursing Program Leads, Health Careers	paper, electronic	Shred Documents; delete/purge digital records	
Grant Partnerships - HHS	Documents related to grants/partnerships with courses/programs within the School of HHS	EXP + 5 years	Dean of HHS	paper, electronic	Shred Documents; delete/purge digital records	
Handbook - School of HHS	Handbooks distributed to faculty and staff within the School of HHS at Henry Ford College	SUP	Dean of Health and Human Services	electronic	Delete/purge digital records	
Instructional Leadership Team (ILT) - School of HHS	Documents related to team meetings, events, professional development sessions, and informational publications.	3 years	Assistant to the Dean, School of HHS	electronic	Delete/purge digital records	
Processes and Procedures - School of HHS	Documents related to policies and procedures specific to the School of Health and Human Services	SUP	HHS Leadership Team (ILT)	electronic	Delete/purge digital records	
Student files and contracts medical records	Documents related to students enrolled in programs within the School of Health and Human Services.	3 years	Faculty Chair, Nursing Program Leads, Health Careers	paper, electronic	Shred Documents; delete/purge digital records	

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Student point scale data, acceptance letters	Documents related to Health Careers and Nursing programs at Henry Ford College.	3 years	Faculty Chair, Nursing Program Leads, Health Careers	paper, electronic	Shred Documents; delete/purge digital records	
Student surveys and faculty surveys	Documents related to Health Careers and Nursing programs at Henry Ford College.	3 years	Faculty Chair, Nursing Program Leads, Health Careers	paper, electronic	Shred Documents; delete/purge digital records	
Tracking and Documentation of student files containing program application, health records, clinical competency and evaluations, and advisement forms	Documents related to Health Careers and Nursing programs at Henry Ford College.	3 years	Faculty Chair, Nursing Program Leads, Health Careers	paper, electronic	Shred Documents; delete/purge digital records	
Accredited Programs						
Medical Assistant Program Accreditation	Documentation related to program accreditation from the Commission on Accreditation of Allied Health Education Programs (CAAHEP).	SUP + 7 years	Program Lead	paper, electronic	N/A	
Medical Assistant Student Files	Documents related to the Medical Assistant program at Henry Ford College.	SUP + 7 years	Program Lead	paper, electronic	Shred Documents; delete/purge digital records	
Nursing Program Accreditation						

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Nursing Program Accreditation	Documentation related to program accreditation from the Michigan Board of Nursing (MBN).	SUP + 7 years	Faculty Chair, Nursing	paper, electronic	Shred Documents; delete/purge digital records	
Nursing documents including MSBON reports	Documents related to the Nursing program at Henry Ford College.	SUP + 7 years	Faculty Chair, Nursing	paper, electronic	Shred Documents; delete/purge digital records	
Program Advisory Committee meeting minutes, departmental meeting minutes, curriculum plan, assessment summary reports, course syllabi	Documents related to the Nursing program at Henry Ford College.	SUP + 7 years	Faculty Chair, Nursing	paper, electronic	Shred Documents; delete/purge digital records	
Student Handbook	Student Handbook for the Nursing Program at Henry Ford College	SUP	Faculty Chair, Nursing	paper, electronic	Shred Documents; delete/purge digital records	
Systematic Program Evaluation - Nursing	Documentation related to Systematic Program Evaluation	3 years	Faculty Chair, Nursing	electronic	Delete/purge digital records	
Ophthalmic Technician Program Accreditation	Documentation related to program accreditation from the Commission on Accreditation of Ophthalmic Programs (CoA-OMP).	SUP + 7 years	Program Lead	paper, electronic	Shred Documents; delete/purge digital records	

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Ophthalmic Technician Program Documents	Documents related to the Ophthalmic Technician program at Henry Ford College.	SUP + 7 years	Program Lead	paper, electronic	Shred Documents; delete/purge digital records	
Paramedic Program Accreditation	Documentation related to program accreditation from the Michigan Department of Community Health (MDCH).	SUP + 7 years	Program Lead	paper, electronic	Shred Documents; delete/purge digital records	
Paramedic Program Documents	Documents related to the Paramedic program at Henry Ford College.	SUP + 7 years	Program Lead	paper, electronic	Shred Documents; delete/purge digital records	
Pharmacy Technician Program Accreditation	Documentation related to program accreditation from the American Society of Health System Pharmacists (ASHSP).	SUP + 7 years	Program Lead	paper, electronic	Shred Documents; delete/purge digital records	
Pharmacy Technician Program documents	Documents related to the Pharmacy Technician program at Henry Ford College.	SUP + 7 years	Faculty Chair, Health Careers	paper, electronic	Shred Documents; delete/purge digital records	
Physical Therapy Assistant Program Accreditation	Documentation related to program accreditation from the Commission on Accreditation in Physical Therapy Education (CAPTE).	SUP + 7 years	Program Lead	paper, electronic	Shred Documents; delete/purge digital records	
Physical Therapy Assistant accreditation input and documentation	Documents related to the accreditation of the Physical Therapy Assistant program.	SUP + 7 years	Faculty Chair, Health Careers	paper, electronic	Shred Documents; delete/purge digital records	

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Radiographer Program Accreditation	Documentation related to program accreditation from the Joint Review Committee on Education in Radiologic Technology (JRCERT).	SUP + 7 years	Program Lead	paper, electronic	Shred Documents; delete/purge digital records	
Radiography accreditation and self-study, Program Review (PROE), Survey Results	Documents related to the Radiography program at Henry Ford College.	6-12 months after graduation	Faculty Chair, Health Careers	paper, electronic	Shred Documents; delete/purge digital records	
Respiratory Therapist Program Accreditation	Documentation related to program accreditation from the Commission on Accreditation for Respiratory Care (CoARC).	SUP + 7 years	Program Lead	paper, electronic	Shred Documents; delete/purge digital records	
Respiratory Therapist Program documents	Documents related to the Respiratory Therapy program at Henry Ford College.	SUP + 7 years	Program Lead	paper, electronic	Shred Documents; delete/purge digital records	
Surgical Technologist Program Accreditation	Documentation related to program accreditation from the Commission on Accreditation of Allied Health Education Programs (CAAHEP).	SUP + 7 years	Program Lead	paper, electronic	Shred Documents; delete/purge digital records	
Surgical Technologist Program documents	Documents related to the Surgical Technologist program at Henry Ford College	SUP + 7 years	Program Lead	paper, electronic	Shred Documents; delete/purge digital records	

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School of Liberal Arts						
Box Office/Events	Documents related to Fine and Performing Arts events at Henry Ford College	5 years	Faculty Chair	paper, electronic		
Dance Activities	Documents related to Dance activities/events at Henry Ford College	5 years	Program Lead	paper, electronic		
Music Activities	Documents related to Music activities/events at Henry Ford College	5 years	Program Lead	paper, electronic		
Sisson Gallery Activities	Documents related to Sisson activities/events at Henry Ford College	5 years	Program Lead	paper, electronic		
Theater/Drama Activities	Documents related to Theater activities/events at Henry Ford College	5 years	Program Lead	paper, electronic		
Equipment Inspections - SOLA	Documents related to equipment inspections within the School of Liberal Arts	5 years	Dean of Liberal Arts	electronic	Delete/purge digital records	
Grant Partnerships - SOLA	Documents related to grants/partnerships with courses/programs within the School of SOLA	EXP + 5 years	Dean of SOLA	paper, electronic	Shred Documents; delete/purge digital records	
Handbook - School of SOLA	Handbooks distributed to faculty and staff within the School of SoLA at Henry Ford College	SUP	Dean of Liberal Arts	electronic	Delete/purge digital records	

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Honors Program Admissions, Schedules, etc	Documents related to Honors Program at Henry Ford College	SUP + 5 years	Coordinator	paper, electronic	Shred Documents; delete/purge digital records	
Instructional Leadership Team (ILT) - School of SOLA	Documents related to team meetings, events, professional development sessions, and informational publications.	3 years	Assistant to the Dean, School of SOLA	electronic	Delete/purge digital records	
Processes and Procedures - School of Liberal Arts	Documents related to policies and procedures specific to the School of Liberal Arts	SUP	SOLA Leadership Team (ILT)	electronic	Delete/purge digital records	
School of Science, Technology, Engineering, and Mathematics						
Equipment Inspections - STEM	Documents related to equipment inspections within the School of STEM	5 years	Faculty Chairs	paper, electronic	Shred Documents; delete/purge digital records	
Grant Partnerships - STEM	Documents related to grants/partnerships with courses/programs within the School of STEM	EXP + 5 years	Dean of STEM	paper, electronic	Shred Documents; delete/purge digital records	
Handbook - School of STEM	Handbooks distributed to faculty and staff within the School of STEM at Henry Ford College	SUP	Dean of STEM	electronic	Delete/purge digital records	

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Document Type	Description	Retention Period	Record Custodian	Media/Format	Method of Destruction	Notes
Instructional Leadership Team (ILT) - School of STEM	Documents related to team meetings, events, professional development sessions, and informational publications.	3 years	Assistant to the Dean, School of STEM	electronic	Delete/purge digital records	
Processes and Procedures - School of STEM	Documents related to policies and procedures specific to the School of Liberal Arts	SUP	STEM Leadership Team (ILT)	electronic	Delete/purge digital records	

Administrative Services

Document Type	Description	Retention Period	Custodian	Media/ Format	Method of Destruction
Campus Safety					
Crime Log / Campus Incident Reports/ Emergency Drill	These logs are used to track the incident numbers, date, time, names, location and nature of crime. They may be replaced by automated systems. Documentation of incidents that occur on campus that violate College and/or local laws/ regulations. Incidents that involve injury or significant property destruction. They contain case number, arrest report, incident report, date, time, complainant, address and details of the report (Cleary Act)	Permanent	Director of Campus Safety	Electronic/ Scanned	Delete
Dispatch Run Log	These logs document calls that officers were dispatched on. These may be replaced by an automated central dispatch system that produces similar reports.	CR +2 years	Director of Campus Safety	Electronic	Delete
Safety Citations		6 years	Director of Campus Safety	Paper, Scanned	Destruction of records in this category should only be by shredder or other means that will make them unreadable.
MIOSHA	Safety Equipment Inspection and Service Records. Accident/injury reports Under control of Facilities.Campus Safety tracks injury reports through #1 Campus Safety Incident Reports.	5 years	Director of Campus Safety	Paper, Scanned	Destruction of records in this category should only be by shredder or other means that will make them unreadable.

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General Orders / Directives.	These records document internal policies, general orders and department orders issued by the College. They may contain official bulletins that are used to convey information to the administrative staff and officers.	Permanent	Director of Campus Safety	Electronic	Delete
Emergency Response Plan	Guidelines of procedures in the event of an emergency.	SUP	Director of Campus Safety	HFC Website	Delete
Contracts	Contracts / Agreements with Outside Agencies	ACT + 7 Years	Director of Campus Safety	G-Drive	Delete

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Document Type	Description	Retention Period	Custodian	Source of Law	Method of Destruction
Human Resources					
Notice of Job Opportunities	Includes advertisements and notices related to job openings, promotions, training, and overtime opportunities.	1 Year	Talent Acquisition Coordinator	29 C.F.R. 1602.14 (Title VII, ADA)29 C.F.R. 1627.3 (b)(1)(i)(iii)(vi) (ADEA)	Shred
Application Materials	Includes employment inquiries, applications, resumes, transcripts/certifications/licenses, recommendations, referrals and records pertaining to the failure or refusal to hire, and job orders by employers.	1 Year	Talent Acquisition Coordinator	29 C.F.R. 1602.14 (Title VII, ADA)29 C.F.R. 1627.3 (b)(1)(i)(iii)(vi) (ADEA)	Shred
Certificates of Age for Minors	For duration of minors' employment, then returned to minor	Minor's Employment	Talent Acquisition Coordinator	29 C.P.R. 570.6(b) (FSLA)	Shred
I-9 Forms	For applicants who are not hired, retention period is 3 years from recruitment or referral date. For those hired, retention period is 3 years from hire, or 1 year from termination, whichever is later. May be stored electronically.	3 years	Talent Acquisition Coordinator	U.S.C. 1324a(b)(3) Immigration Reform & Control Act of 1986; Guide, page 324	Shred
Employment Contracts	From last effective date. Includes individual contracts.	ACT + 6 Years	Compensation Analyst	29 C.F.R. 516.5 (FLSA)	Shred
Job Descriptions	These records document job classification systems and positions. Job descriptions may include a summary of responsibilities, functions, applicant requirements, salary and benefit classifications, etc.	SUP + 6 Years	Talent Acquisition Coordinator		Shred

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Employment Testing (for non-hires)	Includes test papers, results of employer-administered tests, and results of physical/medical examinations considered by the employer in connection with any personnel action. Federal contractors or subcontractors with 150 employees, and contract of \$150,000 or more, or 1 year if fewer than 150 employees or contract less than \$150,000.	1 Year 2 Years	Talent Acquisition Coordinator	29 C.F.R. 1602.14 (Title VII, ADA) 29 C.F.R. 1627.3 (b)(1)(iv)-(v) (ADEA)	Shred
Background Files	These files document that the College complied with the requirement to conduct background checks on all employees. These files may contain release forms to conduct criminal history checks, fingerprint checks and the results of those checks. ACT = while individual is employed by the College If not hired, CR + 1 year.	ACT + 6 Years/ if not hired, CR+ 1 Year	Talent Acquisition Coordinator		Shred
Employment Verification Forms	These forms are received from mortgage or credit companies that want to verify the employment status of an employee.	CR + 30 Days	Talent Acquisition Coordinator		Shred

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Personnel Files	<p>These files are maintained on each employee of the College. They may include the Michigan New Hire form, resume, teaching certificate, assignment letters, continuing education, clippings, correspondence, service record change forms, attendance, evaluations, applications, tenure evaluations, investigations, testing, training, blood borne pathogen training, transcripts, contracts, disciplinary records, layoff notices, recall notices, certifications for CPR and first aid, bus driver certifications, current driver's licenses, driving records, police accident reports, and background checks, etc. Position Re-Classifications and copies of existing and proposed job descriptions, decisions affecting the request of re-classification and other related documents.</p>	ACT + 6 Years	Assistant Director of Human Resources		Shred
Terminated Employees' Personnel Records	<p>See Personnel Files above</p> <p>Federal contractors or subcontractors with 150 employees, and contract of \$150,000 or more, or 1 year if fewer than 150 employees or contract less than \$150,000.</p>	2 Years	Assistant Director of Human Resources	41 C.F.R. 60-741.80	Shred

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Document Type	Description	Retention Period	Custodian	Source of Law	Method of Destruction
<p>Personnel Files – Employees Cited for Unprofessional Conduct</p>	<p>These files are maintained on employees of the College who were cited for unprofessional conduct (MCL 380.1230b). They may include the Michigan New Hire form, resume, teaching certificate, assignment letters, continuing education, clippings, correspondence, service record change forms, attendance, evaluations, applications, tenure evaluations, investigations, testing, training, blood borne pathogen training, transcripts, contracts, disciplinary records, layoff notices, recall notices, certifications for CPR and first aid, bus driver certifications, current driver’s licenses, driving records, police accident reports, etc. ACT = while individual is employed by the College</p>	<p>ACT + 50 Years</p>	<p>Assistant Director of Labor Relations</p>		<p>Shred</p>
<p>Collective Bargaining Agreements and Negotiations</p>	<p>These files document labor negotiations and resulting contracts with individual employees and employee groups. It may include salary and benefit schedules, ground rules proposals and counter proposals, secondary negotiations, meeting minutes, any agreements, final contracts, etc. Teachers may have individual contracts that are maintained in their personnel file). Separate files are maintained for each employee negotiating groups.</p>	<p>EXP + 10 Years</p>	<p>Assistant Director of Labor Relations</p>		<p>Shred</p>

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Document Type	Description	Retention Period	Custodian	Source of Law	Method of Destruction
Employee Grievances	These files document employee grievances against the College and the resolution of the grievance. They may include written grievances, correspondence, summary sheets, legal documents, employee history information, etc. ACT = until the grievance is resolved. If maintained in the personnel file, see Personnel File Retention Period above.	ACT + 1 Year	Assistant Director of Labor Relations		Shred
Letters of Assurance	These notices are distributed to notify all staff who work less than a full year that they will be provided with reasonable assurance of employment with the district for a specified period of time. If kept in Personnel File, see Personnel File Retention Period above. ACT = until the specified period of time has ended.	ACT	Assistant Director of Human Resources		Shred
Personnel Decisions/Policies- If possibly relevant to pay differentiation between sexes	Any records that could be pertinent to the explanation of a wage differential between employees of different sexes in the same establishment, including job evaluations, job descriptions, merit systems, seniority systems, CBAs, and descriptions of practices.	2 Years	Assistant Director of Human Resources	29 C.F.R. 1620.32 (Equal Pay Act)	Shred

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Henry Ford College Record Retention Schedule

Document Type	Description	Retention Period	Custodian	Source of Law	Method of Destruction
<p>Personnel Decisions/Policies- Federal contractors or subcontractors</p>	<p>From the later of the date the record was created or the date the action was taken, or 1 year if fewer than 150 employees or contract less than \$150,000. For this purpose, personnel and employment records include requests for reasonable accommodation, results of physical exams, job advertisements and postings, applications and resumes, tests and test results, interview notes, and other records pertaining to hiring, assignment, promotion, demotion, transfer, lay-off, termination, compensation, and selection for apprenticeship.</p>	<p>2 Years</p>	<p>Assistant Director of Human Resources</p>	<p>41 C.F.R. 60-741.80</p>	<p>Shred</p>

Financial, Facility, and Auxiliary Services

Document Type	Description	Retention Period	Custodian	Media/Format	Method of Destruction
College Store					
Financial Aid Student Invoices	Each signed financial aid transaction generates an invoice that is posted to the student's account.	3 years	Accounting Associate, College Store	ImageNow	Shred originals after imaging.
Company Paid/Sponsored Billing Invoices	Each signed sponsored transaction generates an invoice that is posted to the student's account.	1 year	Customer Service Representative, College Store	ImageNow	Shred originals after imaging.
Purchase Orders w/Invoices, Chargebacks	Purchase orders and chargebacks for items for resale.	4 years	College Store Staff and Financial Services	ImageNow (by Financial Services)	Shred originals after imaging.
Cash Register Tapes	No longer paper tapes. Electronic journal tapes.	2 years	College Store	E-File on servers	Purged
Signed Charge Card Slips	Individual credit/debit transactions signed by customer.	4 years	Accounting Associate, College Store	Paper	Destruction of records in this category should only be by shredder or other means that will make them unreadable.

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Henry Ford College Record Retention Schedule

Document Type	Description	Retention Period	Custodian	Media/Format	Method of Destruction
Bank Deposit Slips	Daily bank deposit slip.	3 years	Accounting Associate, College Store	Paper	Destruction of records in this category should only be by shredder or other means that will make them unreadable.
Michigan State Sales Tax Records	Monthly and yearly tax reports.	Permanent	Accounting Associate, College Store	Paper and E-File	Destruction of records in this category should only be by shredder or other means that will make them unreadable.
Deposit Summary & Tax Reports	Daily deposit and tax category paperwork.	3 years	Accounting Associate, College Store	Paper/ G-Drive	Destruction of records in this category should only be by shredder or other means that will make them unreadable.
Inventory Reports	Physical inventory reports.	3 years	Manager, College Store	Paper/ G-Drive	Destruction of records in this category should only be by shredder or other means that will make them unreadable.
POS/Inventory Control System Reports	Back up reports for daily accounting.	3 years	Accounting Associate, College Store	Paper and E-File	Destruction of records in this category should only be by shredder or other means that will make them unreadable.

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Henry Ford College Record Retention Schedule

Document Type	Description	Retention Period	Custodian	Media/Format	Method of Destruction
Journal Voucher, Entry Requests	Monthly accounting journal entries for the College Store	3 years	Accounting Associate, College Store/Financial Services	Paper/ G-Drive	Destruction of records in this category should only be by shredder or other means that will make them unreadable.
Facilities Services					
Vehicle records and maintenance Active = life of vehicle		Until term	Director of Facilities Services	Paper, Scanned	Destruction of records in this category should only be by shredder or other means that will make them unreadable.
Building Permits		Act + 1 year	Director of Facilities Services	Paper, Scanned	Destruction of records in this category should only be by shredder or other means that will make them unreadable.
Building blueprints		Until disposal of building	Director of Facilities Services	Paper, Scanned	Destruction of records in this category should only be by shredder or other means that will make them unreadable.
Building plans and specs		Until disposal of building	Director of Facilities Services	Paper, Scanned	Destruction of records in this category should only be by shredder or other means that will make them unreadable.

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Henry Ford College Record Retention Schedule

Document Type	Description	Retention Period	Custodian	Media/Format	Method of Destruction
Occupancy Permits		1 year	Director of Facilities Services	Paper, Scanned	Destruction of records in this category should only be by shredder or other means that will make them unreadable.
Maintenance job orders		1 year	Director of Facilities Services	Electronic	
Maintenance manuals		Until disposal of facility	Director of Facilities Services	Paper, Scanned	
Plant inspection records and operating permits for boilers and elevators Procedures manuals		Until disposal of facility	Director of Facilities Services	Paper, Scanned	
Procedure Manuals		Until Updated	Director of Facilities Services	E-File	Delete
SDS Sheets		30 years	Director of Facilities Services	Paper, Scanned.	Destruction of records in this category should only be by shredder or other means that will make them unreadable.

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Henry Ford College Record Retention Schedule

Document Type	Description	Retention Period	Custodian	Media/Format	Method of Destruction
Annual insurance safety inspections		Audit + 6	Director of Facilities Services	Paper, Scanned	Destruction of records in this category should only be by shredder or other means that will make them unreadable.
Fire Alarm Tests		3 years	Director of Facilities Services	Paper, Scanned.	Destruction of records in this category should only be by shredder or other means that will make them unreadable.
Facilities Modifications		1 year	Director of Facilities Services	E-File	Delete
Financial Aid					
Financial Aid Application and Verification Documents	All applications and/or supporting documents submitted to Henry Ford College (HFC) for the purpose of obtaining federal, state, institutional, and/or private financial aid funding.	FY + 7 (3 years from the end of the award year in which the student last attended)	Executive Director of Financial Services and Financial Aid	Electronic (Student Information System and Scanned Images)	Destruction of records in this category should only be by shredder or other means that will make them unreadable.
Financial Aid Award and Disbursement Information	Award and disbursement information related to all federal, state, institutional, and/or private financial aid funding administered by the HFC Financial Aid Office.	FY + 7 (3 years from the end of the award year in which the student last attended)	Executive Director of Financial Services and Financial Aid	Electronic (Student Information System and Scanned Images)	Destruction of records in this category should only be by shredder or other means that will make them unreadable.

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Henry Ford College Record Retention Schedule

Document Type	Description	Retention Period	Custodian	Media/Format	Method of Destruction
Federal Direct Loan Records	All applications and/or supporting documents, as well as all award and disbursement information, related to obtaining a Federal Direct Loan.	FY + 7 (3 years from the end of the award year in which the student last attended)	Executive Director of Financial Services and Financial Aid	Electronic (Student Information System and Scanned Images)	Destruction of records in this category should only be by shredder or other means that will make them unreadable.
Applications for funds, notifications of funding, and annual fiscal activity reports	All applications and reports submitted to the federal or state government for the purpose of obtaining financial aid funding on behalf of each students (this includes the FISAP report and its supporting information as well as any other similar reports).	FY + 7	Executive Director of Financial Services and Financial Aid	Electronic (Federal and State Systems and Scanned Images) and Paper	Shread and/or Delete
Title III and Title IV Eligibility Documents	Includes Program Participation Agreement (PPA), Eligibility and Certification Approval Report, and Annual Title III Approval Letters	EXP + 7	Executive Director of Financial Services and Financial Aid	Electronic (Federal Systems and Scanned Images) and Paper	Shread and/or Delete

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Henry Ford College Record Retention Schedule

Document Type	Description	Retention Period	Custodian	Media/Format	Method of Destruction
Audit Records	All records related to federal and state audits and/or program reviews	FY + 7	Executive Director of Financial Services and Financial Aid	Electronic (Audit System, Student Information System, E-Mail, Computer Files, and Scanned Images) and Paper	Destruction of records in this category should only be by shredder or other means that will make them unreadable.
Financial Services					
Financial Statements (audited)		7 Years	Director of Financial Services	E-File	Delete
Auditor Management Letters		7 Years	Director of Financial Services	E-File	Delete
Approved Budgets	Budgets for each fiscal year that have been approved by the Board of Trustees	Permanent	Director of Financial Services	E-file	N/A
Budget Development Materials	Budget work papers and reports	FY+ 3 years	Director of Financial Services	Paper	Destruction of records in this category should only be by shredder or other means that will make them unreadable.
Fixed Asset Inventory		FY + 7 years	Director of Financial Services	E-File	Delete

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Henry Ford College Record Retention Schedule

Document Type	Description	Retention Period	Custodian	Media/Format	Method of Destruction
Fixed Asset Data Annual Report		FY + 7 years	Director of Financial Services	E-File	Delete
Investments		FY + 7 years	Director of Financial Services	E-File	Delete
Bonded Indebtedness Records		FY + 7 years	Director of Financial Services	E-File	Delete
Financial Information related to Federal/ State Grants	Financial records relating to administration of federal and state grants	FY + 7 years	Director of Financial Services	E-File, Scanned	Destruction of records in this category should only be by shredder or other means that will make them unreadable.
Financial Information related to other grants	Financial records relating to administration of other grants	FY + 7 years	Director of Financial Services	E-File, Scanned	Destruction of records in this category should only be by shredder or other means that will make them unreadable.
P-Card Records	Transactions recorded in P-Card accounts and reconciliation reports	FY + 7 years	Director of Financial Services	E-File	Delete
Risk Management Insurance Policies	All policies in effect on behalf of the College, students, faculty, and staff	Permanent	Director of Financial Services	E-File	N/A
1099 Information		FY + 7 years	Director of Financial Services	Paper, E-File	Delete

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Henry Ford College Record Retention Schedule

Document Type	Description	Retention Period	Custodian	Media/Format	Method of Destruction
Check Registers		FY + 7 years	Director of Financial Services	E-File	Delete
State and Federal Reports		CR + 7 Years	Director of Financial Services	E-File	Delete
5- Year Master Plan		Permanent	Director of Financial Services	Paper, E-File	Destruction of records in this category should only be by shredder or other means that will make them unreadable.
Building Appraisals		Permanent	Director of Financial Services	Paper, E-File	Destruction of records in this category should only be by shredder or other means that will make them unreadable.
Real Property Records		ACT	Director of Financial Services	E-File	Delete
Property Transfers		Permanent	Director of Financial Services	Paper, E-File	N/A
Information Technology Services					
Security Change Request Forms	Electronic or textual records created to control or monitor individual access to HANK data created for security purposes.	ACT + 3 years	Director of Web and Application Services	Paper, E-File	Destruction of records in this category should only be by shredder or other means that will make them unreadable.

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Henry Ford College Record Retention Schedule

Document Type	Description	Retention Period	Custodian	Media/Format	Method of Destruction
Service Requests	documentation of problems with equipment and to generate repair tickets. The name of the user, a description of the problem, the location of the equipment, the date/time the request was received and resolved, etc. - HANK ADMIN, WEB ADMIN and ITOT Projects	FY	Various Areas	Online Database	Hard drives from server are destroyed once equipment reaches end of usable life. Tickets are maintained as part of a knowledgebase for over a year
Technology Inventory	Inventory records of equipment, software, telephones, etc. Will contain serial number, location, account source, price, etc.	ACT until annual report for the fiscal year in which the item was disposed is audited	Director or Network and IT Infrastructure	Online Database	Equipment is removed from inventory when it reaches end of useful life and is shipped out for "green" destruction
Disaster Preparedness and Recover Plan	Documentation of data locations and steps to be taken in the event of a declared disaster	ACT + 3 years	Director of Network and IT Infrastructure	ITS Internal document	Document is reviewed and updated as changes occur. DRaaS contract is three years
Payroll					
Payroll Registers	Documentation of payroll activities to include employee name, gross wages, net pay, deductions, pay period, etc.	FY+50	Payroll Manager	Paper, Scanned	Destruction of records in this category should only be by shredder or other means that will make them unreadable.

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Henry Ford College Record Retention Schedule

Document Type	Description	Retention Period	Custodian	Media/Format	Method of Destruction
Payroll Reports	Documentation of payroll activities to include deduction registers, direct deposit registers, account distributions, payroll liabilities, etc.	FY + 7 years	Payroll Manager	Paper, Scanned	Destruction of records in this category should only be by shredder or other means that will make them unreadable.
Payroll Forms	Documentation of payroll activities to include payroll deduction forms for direct deposits, garnishments, union dues authorization, etc.	FY + 7 years	Payroll Manager	Paper	Destruction of records in this category should only be by shredder or other means that will make them unreadable.
Time Cards	Documentation of hours worked by college employees	FY + 3 years	Payroll Manager	Paper, Scanned	Destruction of records in this category should only be by shredder or other means that will make them unreadable.
Absence Reports	Approved employee reports of absence and time off processed by Payroll	FY + 3 years	Payroll Manager	Paper	Destruction of records in this category should only be by shredder or other means that will make them unreadable.
Retirement Reports	Documentation of retirement reports to include payroll date, employee name, retirement hours, wages, member and district contributions, etc.	FY + 7 years	Payroll Manager	Paper, Scanned	Destruction of records in this category should only be by shredder or other means that will make them unreadable.

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Henry Ford College Record Retention Schedule

Document Type	Description	Retention Period	Custodian	Media/Format	Method of Destruction
W-2 and W-3 Forms	End of year W-2 employee annual wages report	Permanent	Payroll Manager	Paper, Scanned	Destruction of records in this category should only be by shredder or other means that will make them unreadable.
Federal/State Tax Deductions	Documentation of financial liabilities for employee wage withholdings to include quarterly 941 reporting to IRS, state reporting, other quarterly reports.	FY + 7 years	Payroll Manager	Paper, Scanned	Destruction of records in this category should only be by shredder or other means that will make them unreadable.
Michigan Employment Security Commission (MESC)	Documentation of Unemployment Insurance Agency quarterly reports to include employee names, employee count, wages, etc.	FY + 7 years	Payroll Manager	Paper, Scanned	Destruction of records in this category should only be by shredder or other means that will make them unreadable.
Purchasing					
Requisitions	A computerized request from an internal user to Purchasing for the procurement of goods or services from external suppliers.	FY + 7 years	Purchasing Director	E-File (HANK)	Delete
Purchase Orders	A legally binding document prepared by a purchaser to describe the goods, services, terms and conditions of a purchase.	FY + 7 years	Purchasing Director	E-File (HANK), Paper, Scanned	Destruction of records in this category should only be by shredder or other means that will make them unreadable.

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Henry Ford College Record Retention Schedule

Document Type	Description	Retention Period	Custodian	Media/Format	Method of Destruction
Invoices	A bill for goods or services purchased that includes pertinent information with respect to the quantity, price, terms and nature of delivery.	FY + 7 years	Accounts Payable Manager	E-File (HANK), Paper, Scanned	Destruction of records in this category should only be by shredder or other means that will make them unreadable.
Receiving Records	Documentation that verifies the college received in good condition the goods and/or services ordered from a supplier.	FY + 7 years	Accounts Payable Manager	E-File, Paper, Scanned	Destruction of records in this category should only be by shredder or other means that will make them unreadable.
Bids, Quotes, and Request for Proposals	Documents issued to and received from suppliers for goods, services and contracts that the college needs for construction, furnishings, grounds maintenance, and ongoing operations. Files may include the bid invitation, suppliers' bid submittals, reviewer documentation, etc.	ACT + 7 years ACT = until a bid is awarded.	Purchasing Director	E-File, Paper, Scanned	Destruction of records in this category should only be by shredder or other means that will make them unreadable.
Contracts & Leases	A legally enforceable written or oral agreement between two or more competent parties that defines a product, job or service to be provided.	EXP + 5 years	Purchasing Director and/or Legal Counsel	E-File, Paper, Scanned	Destruction of records in this category should only be by shredder or other means that will make them unreadable.

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Document Type	Description	Retention Period	Custodian	Media/Format	Method of Destruction
Warranties	A legally enforceable promise or representation as to quality or performance of goods or services made by a seller.	FY + 7 years	Purchasing Director and/or requesting department	E-File, Paper, Scanned	Destruction of records in this category should only be by shredder or other means that will make them unreadable.
Postage Accounts	Records that document postage accounts and permits with the U.S. Postal Service and amounts spent.	FY + 3 years	Purchasing Director	E-File, Paper, Scanned	Destruction of records in this category should only be by shredder or other means that will make them unreadable.
General Supplies	Records that document the type and volume of stock room supplies purchased by the Mail Room.	FY + 3 years	Purchasing Director	E-File, Paper, Scanned	Destruction of records in this category should only be by shredder or other means that will make them unreadable.

Institutional Advancement

Document Type	Description	Retention Period	Custodian	Media/ Format	Method of Destruction
Foundation Office					
Accounts payable ledgers and schedules	AP ledgers and schedules related to Foundation activities	10 years	VP Institutional Advancement	E-File	Delete
Accounts receivable ledgers and schedules	Accounts receivable ledgers and schedules for Foundation activities	10 years	VP Institutional Advancement	E-File	Delete
Audit reports of accountants		Permanently	VP Institutional Advancement	E-File	N/A
Bank statements	Bank statements related to foundation and development activities	10 years	VP Institutional Advancement	E-File	Delete
Capital stock and bond records	ledgers, transfer payments, stubs showing issues, record of interest coupon, options, etc.	Permanently	VP Institutional Advancement	E-File	N/A
Cash Books		10 years	VP Institutional Advancement	Paper, Scanned, E-File	Destruction of records in this category should only be by shredder or other means that will make them unreadable.

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Henry Ford College Record Retention Schedule

Document Type	Description	Retention Period	Custodian	Media/ Format	Method of Destruction
Checks	Canceled checks for general foundation/ development activities	10 years	VP Institutional Advancement	Paper, E-File	Destruction of records in this category should only be by shredder or other means that will make them unreadable.
Checks (canceled, for important payment; i.e. taxes, purchase of property, special contracts, etc.	Checks and the papers pertaining to the underlying transaction	Permanently	VP Institutional Advancement	E-File	N/A
Contracts and leases	All expired contracts and leases	EXP + 10 years	VP Institutional Advancement	E-File	Delete
Contracts and leases still in effect (until expired then see above)	Current contracts and leases	EXP + 10 years	VP Institutional Advancement	Paper, E-file	Destruction of records in this category should only be by shredder or other means that will make them unreadable.
Correspondence, general		CR + 4 years	VP Institutional Advancement	E-File	Delete
Correspondence (legal and important matters)		Permanently	VP Institutional Advancement	E-File	N/A
Deposit Delivery Records		10 years	VP Institutional Advancement	Paper, Scanned, E-File	Destruction of records in this category should only be by shredder or other means that will make them unreadable.
Depreciation schedules		10 years	VP Institutional Advancement	E-File	Delete

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Henry Ford College Record Retention Schedule

Document Type	Description	Retention Period	Custodian	Media/ Format	Method of Destruction
Donation records	Records of endowment funds and of significant restricted funds	Permanently	VP Institutional Advancement	E-File	N/A
Donation Records, other	Donation records include a written agreement between the donor and the charity with regard to any contribution, an e-mail communication or notes of or recordings of an oral discussion between the charity and the donor where the representative of the charity made representations to the donor with regard to the contribution on which the donor may have relied in making the gift	10 years	VP Institutional Advancement	Paper, Scanned, E-File	Destruction of records in this category should only be by shredder or other means that will make them unreadable.
Duplicate deposit slips (Deposit Record Books)		10 years	VP Institutional Advancement	Paper, Scanned, E-File	Destruction of records in this category should only be by shredder or other means that will make them unreadable.
Employee personnel records	Personell records retained after termination	TERM + 7	VP Institutional Advancement	Paper, Scanned, E-File	Destruction of records in this category should only be by shredder or other means that will make them unreadable.

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Document Type	Description	Retention Period	Custodian	Media/ Format	Method of Destruction
Employment applications	Applications for employees not hired	3 years	VP Institutional Advancement	E-File	Delete
Expense Analysis and expense distribution schedules	Includes allowance and reimbursement of employees, officers, etc., for travel and other expenses	10 years	VP Institutional Advancement	E-File	Delete
Financial Statements (end of year)		Permanently	VP Institutional Advancement	E-File	N/A
General Ledgers and end of year statements		Permanently	VP Institutional Advancement	E-File	N/A
Insurance records, current accident reports, claims, policies, etc.		Permanently	VP Institutional Advancement	Paper, Scanned, E-File	N/A
Internal reports (miscellaneous)		3 years	VP Institutional Advancement	E-File	Delete
Inventories of products, materials, supplies		10 years	VP Institutional Advancement	Paper, Scanned, E-File	Destruction of records in this category should only be by shredder or other means that will make them unreadable.
Invoices to customers		10 years	VP Institutional Advancement	E-File	Delete
Invoices to vendors		10 years	VP Institutional Advancement	E-File	Delete
Journals		Permanently	VP Institutional Advancement	Paper, Scanned, E-File	N/A

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Document Type	Description	Retention Period	Custodian	Media/ Format	Method of Destruction
Minute books of Board of Directors	Including Bylaws and Articles of Incorporation	Permanently	VP Institutional Advancement		N/A
Purchase Orders		3 years	VP Institutional Advancement	E-File	Delete
Sales Records		10 years	VP Institutional Advancement	E-File	Delete
Scrap and salvage records		10 years	VP Institutional Advancement	Paper, Scanned, E-File	Destruction of records in this category should only be by shredder or other means that will make them unreadable.
Subsidiary ledgers		10 years	VP Institutional Advancement	E-File	Delete
Tax returns and worksheets, revenue agents reports	All documents relating to determination of tax liability	Permanently	VP Institutional Advancement	E-file	N/A
Time sheets and cards		CR + 2 years	VP Institutional Advancement	Paper, Scanned, E-File	Destruction of records in this category should only be by shredder or other means that will make them unreadable.
Voucher register and schedules		10 years	VP Institutional Advancement	E-File	Delete
Volunteer records		3 years	VP Institutional Advancement	Paper, Scanned, E-File	Destruction of records in this category should only be by shredder or other means that will make them unreadable.

Institutional Research, Planning, and Accreditation

Document Type	Description	Retention Period	Custodian	Media/Format	Method of Destruction
Institutional Research, Planning, and Accreditation					
Perkins Reports	Perkins Application and Reports	7 Years	Vice President of Institutional Research, Planning, and Accreditation	E-File, Paper	Destruction of records in this category should only be by shredder or other means that will make them unreadable.
Advisory Committee Meeting Records	Agenda, Roster, Minutes for Program Advisory Committee Meetings	7 Years	Vice President of Institutional Research, Planning, and Accreditation	Paper, Scanned	Destruction of records in this category should only be by shredder or other means that will make them unreadable.
Program Review	Documents, Reports Related to Program Review	10 Years	Vice President of Institutional Research, Planning, and Accreditation	E-File	Delete

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Document Type	Description	Retention Period	Custodian	Media/Format	Method of Destruction
HLC Accreditation	Acknowledgements, Annual Reports, Correspondence	Permanent	Vice President of Institutional Research, Planning, and Accreditation	Paper, E-File	N/A
Strategic Planning Records	Mission, Vision, Values, Core competencies and related environmental scanning documents	Permanent	Vice President of Institutional Research, Planning, and Accreditation	E-File	N/A
College-wide Committee Records	Minutes, reports and other materials generated by College-wide committees including charges, substantive correspondence and work product, and reports and documents about or related to the operation of college-wide committees or other offices around the College	7 Years	Vice President of Institutional Research, Planning, and Accreditation	E-File	Delete
Operational Planning	Annual operational plans for each department	FY + 7 years	Vice President of Institutional Research, Planning, and Accreditation	E-File	Delete

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Document Type	Description	Retention Period	Custodian	Media/Format	Method of Destruction
Institutional Research and Reporting					
Surveys (IRR)	<p>Graduate, Leavers, Student Satisfaction etc. Most IRR surveys are currently electronic. Paper surveys are scanned for analysis and a PDF is created automatically. Software failure in 2017 resulted in an incomplete scan of the 17/FA Student Satisfaction Survey so only the summary data will be available for that survey when the paper surveys are destroyed. Electronic files are created from paper surveys and they typically include:</p> <ul style="list-style-type: none"> • WebFOCUS code and comments used to create a distribution list • SPSS files used for final analysis of aggregate data <ul style="list-style-type: none"> • TIF files of surveys <p>Electronic files will be retained as described below.</p>	3 Years	Director of Institutional Research	Paper	Destruction of records in this category should only be by shredder or other means that will make them unreadable.

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Henry Ford College Record Retention Schedule

Document Type	Description	Retention Period	Custodian	Media/Format	Method of Destruction
Surveys (IRR)	Graduate, Leavers, Student Satisfaction, CCSSE, etc. Files typically include: <ul style="list-style-type: none"> • WebFOCUS code and comments used to create a distribution list • SPSS files used for final analysis of aggregate data • files of surveys created by SNAP software • email copy of surveys (retained as long as standard email, no special treatment) 	3 Years	Director of Institutional Research	Electronic Files	Files will be deleted after a minimum of three years if/when storage space is required.
Surveys (Non-IRR)	Nursing, Health Careers, Adjunct Faculty, Presidential Review, etc.	N/A	Director of Institutional Research	Paper	N/A
Surveys (Non-IRR)	Nursing, Health Careers, Adjunct Faculty, Presidential Review, etc. Paper surveys will be returned to the department that requested the survey after summary results have been tabulated. Electronic files are created from paper surveys and they typically include: <ul style="list-style-type: none"> • WebFOCUS code and comments used to create a distribution list • SPSS files used for final analysis of aggregate data <ul style="list-style-type: none"> • TIF files of surveys Electronic files will be retained as described below	3 Years	Director of Institutional Research	Electronic Files	Files will be deleted after a minimum of three years if/when storage space is required.

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Henry Ford College Record Retention Schedule

Document Type	Description	Retention Period	Custodian	Media/Format	Method of Destruction
External Data Reports	<p>IPEDS, HLC, ACS, etc. May include:</p> <ul style="list-style-type: none"> • processed data and extracted data sets • WebFOCUS code and comments <ul style="list-style-type: none"> • finished reports or data sets • Excel data files, charts, graphs, etc. <ul style="list-style-type: none"> • Access files • SQL tables generated by IRR • SPSS files 	3 Years	Director of Institutional Research	Electronic Files	Files will be deleted after a minimum of three years if/when storage space is required.
Research and Ad Hoc Reports	<p>Internal research project and ad hoc report documentation. May include:</p> <ul style="list-style-type: none"> • processed data and extracted data sets • WebFOCUS code and comments <ul style="list-style-type: none"> • finished reports or data sets • Excel data files, charts, graphs, etc. <ul style="list-style-type: none"> • Access files • SQL tables generated by IRR • SPSS files 	3 Years	Director of Institutional Research	Electronic Files	Files will be deleted after a minimum of three years if/when storage space is required.
External Consultations	External consultations on cooperative research projects. Retention period subject to any MOU or contractual agreement associated with the project.	3 years, or as stated in any MOU or contractual agreement	Director of Institutional Research	Paper/Electronic Files	Paper files will be destroyed by any means that will make them unreadable. Electronic files will be deleted.

President's Office and Board of Trustees

Document Type	Description	Retention Period	Custodian	Media/Format	Method of Destruction
President's Office and Board of Trustees					
Articles of Incorporation	Includes the documents the College is chartered under	Permanent	Executive Assistant to the President	E-File	N/A
Board Bylaws	Formally approved Board Bylaws	Permanent	Legal Services	E-File	N/A
Board Policies/Procedures	Formally approved Board policies and procedure	Permanent	Legal Services	E-File	N/A
Cabinet Meeting Documents	Agenda, Minutes, and related documents of cabinet meetings	CR+6 Years	Executive Assistant to the President	Paper	Destruction of records in this category should only be by shredder or other means that will make them unreadable.
Board of Trustees Meeting Documents	Meeting schedule, minutes, reports, and video recordings of BOT Meetings.	Permanent	Executive Assistant to the President	Paper, E-File	N/A
Board of Trustees Closed Session Documents	Meeting schedule, minutes, and reports of closed BOT Meetings.	3 Years	Executive Assistant to the President	Paper, E-File	Destruction of records in this category should only be by shredder or other means that will make them unreadable.
Trustee Election Results	Official documentation of BOT election results	Permanent	Executive Assistant to the President	E-File	N/A

Student Affairs

Document Type	Description	Retention Period	Custodian	Media/Format	Method of Destruction
Academic Advising					
Correspondence	Correspondence to students	3 Years	Manager, Advising and Student Success	Paper, E-Mail	Destruction of records in this category should only be by shredder or other means that will make them unreadable.
Change of Program	Change of Program Forms	Permanent	Manager, Advising and Student Success	Paper, Scanned	Destruction of records in this category should only be by shredder or other means that will make them unreadable.
Check-In Slips	Blue, Green, Gold	10 Years	Manager, Advising and Student Success	Paper	Destruction of records in this category should only be by shredder or other means that will make them unreadable.
Sign-In Forms	Advisors sign in students	10 Years	Manager, Advising	Paper	Destruction of records in this category should only be by shredder or other means that will make them unreadable.
Perkins Activity Log	Keeps track of Career Technical Education students	5 Years	Manager, Advising	Paper	Destruction of records in this category should only be by shredder or other means that will make them unreadable.

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Henry Ford College Record Retention Schedule

Document Type	Description	Retention Period	Custodian	Media/Format	Method of Destruction
Data Analysis	Monthly report of students statistics	10 Years	Manager, Advising	Paper	Destruction of records in this category should only be by shredder or other means that will make them unreadable.
Counseling					
Counseling Notes	Records related to an individual student such as counseling notes and letters of recommendation.	GRAD + 7 years	Dean of Counseling	E-records	Destruction of records in this category should only be by shredder or other means that will make them unreadable.
Special Needs: Special Services data sheet for incoming students;	test results regarding interests, aptitude, and special needs; updated transcript; documentation that demonstrates	GRAD + 7 years	Dean of Counseling	E-records	Destruction of records in this category should only be by shredder or other means that will make them unreadable.
Marketing					
College Annual Report		Permanent	Director of Marketing and Communications	E-File	Delete
College Catalogs		Permanent	Director of Marketing and Communications	E-File	Delete
Publications	May include press releases, brochures, and newsletters. Active = creation	Permanent	Director of Marketing and Communications	Paper, Scanned	Destruction of records in this category should only be by shredder or other means that will make them unreadable.

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Henry Ford College Record Retention Schedule

Document Type	Description	Retention Period	Custodian	Media/Format	Method of Destruction
Memorabilia	May include photos, news clippings, certificates, awards, etc. Active= upon creation	Permanent	Director of Marketing and Communications	Paper, Scanned	Destruction of records in this category should only be by shredder or other means that will make them unreadable.
Audio-Visual Materials	May include video recordings, audio recordings, slides, etc. in analog and digital formats Active= upon creation	Permanent	Director of Marketing and Communications	E-File	Delete
Contracts	All contracts relative to marketing the college	Permanent	Director of Marketing and Communications	E-File	Delete
Student Services					
Student Records - Veterans records/certifications	Application and supporting documentation for award of approved veterans education benefits	7 years from last date of attendance	Registrar	Electronic Imaging, Student Information System	Destruction of records in this file category should only be by shredder or other means that will make them unreadable.
Student Records - International Students Who Enroll	Files that may include applications, standardized test scores, I-20's, financial documents, passport/visa copies, college and high school transcripts, acceptance letters and other forms used for admission of international students.	7 years from last date of attendance	Registrar - International Advisor	Electronic Imaging, Student Information System	Destruction of records in this file category should only be by shredder or other means that will make them unreadable.

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Henry Ford College Record Retention Schedule

Document Type	Description	Retention Period	Custodian	Media/Format	Method of Destruction
Student Records - International Students Who Apply But Do Not Enroll	The files may include applications, standardized test scores, I-20's, financial documents, passport/visa copies, college and high school transcripts, acceptance letters and other forms used for admission of international students.	7 years after the date of admission	Registrar - International Advisor	Electronic Imaging, Student Information System	Destruction of records in this file category should only be by shredder or other means that will make them unreadable.
FERPA Records	Request for Formal Hearing; Request for disclosure; Request Non-Disclosure info; Student statement on content of records; Waiver of rights access; Written discussion of hearing panels	Permanent	Registrar	Electronic Imaging, Student Information System	These records may not be destroyed.
Course and Curriculum Records	Includes College Catalogs, course schedules	Permanent	Registrar	Electronic Imaging, Student Information System	These records may not be destroyed.

Definitions of Retention Codes

ACT = Active

An active code is usually assigned to records that are case or project related. The records are retained “until the case or project is needed to determine when the records become inactive, as with a subject file. The record is retained “until it is determined to be inactive.” The retention period is applied when the ACT condition has been met. For instance, a case file might be retained until the case is closed (ACT) plus five years.

CR = Creation

A creation code is assigned to records when a definitive retention period can be assigned. The retention period is usually based on a calendar year and where there are not conditions that must be met. For instance, correspondence has a two-year retention period. The retention period begins from the date the correspondence is created or received.

EXP = Expiration

An expiration code is typically assigned to contracts, grants, or other types of agreements that must be retained until an expiration or other legal condition has been met. For instance, contracts may be held until contract expiration (EXP) plus six years.

FY = Fiscal Year

A fiscal year code is similar to a CR Code. The code is assigned to records when a definitive retention period can be assigned, however the retention is based on a fiscal year rather than a calendar year. The retention code is usually assigned to accounting records and their supporting documentation.

PERM = Permanent

This is self-explanatory. Never throw away.

SUP = Superseded

Replaced by an updated document.

TERM =Termination

Once the contract terminates or expires.