

### **Policy Statement**

Finger Lakes Community College will retain records created in the course of its activities in compliance with applicable state and federal record retention requirements and guidelines. Except where indicated to the contrary, retention periods run from the date of completion of the record. Retention requirements pertain to the information contained in records, regardless of physical form or characteristic (paper, microfilm, computer disk or tape, or other medium).

Unneeded records will be systematically discarded. When the applicable record retention period has expired, any records which contain individually identifiable student information must be shredded before disposal in accordance with the College's Policy on Compliance with the Family Educational Rights and Privacy Act (The "Buckley Amendment"). This includes, but is not limited to, examinations or assignments containing student names, class lists, and grading sheets.

### **Reason for Policy**

This policy is intended to ensure that records are retained for as long as necessary for administrative, legal and fiscal purposes, that state and federal record retention requirements and guidelines are met (including without limitation applicable provisions of the New York State Archives and Records Administration Records Retention and Disposition Schedule CO-2), and that record series with enduring historical and other research value are identified and permanently retained.

### **Applicability of Policy**

This policy applies to all departments of the College that maintain any of the types of records as set forth in the procedures. This policy should be reviewed by all College personnel having custody of, or responsibility for, the types of records as described below.

### **Definitions**

FERPA: Federal Family Educational Rights and Privacy Act, as amended

SARA: New York State Archives and Records Administration

### **Related Documents**

- SARA Records Retention and Disposition Schedule CO-2, available at:  
[http://www.archives.nysed.gov/a/nysaservices/ns\\_mgr\\_pub\\_co2\\_part2.shtml#college](http://www.archives.nysed.gov/a/nysaservices/ns_mgr_pub_co2_part2.shtml#college)
- FLCC policy on Compliance with the Family Educational Rights & Privacy Act (FERPA)

Procedure: Records Retention Requirements  
Responsible for Procedure: College President

Procedure Number: B-15  
Most recent effective date: Fall 2014

### **Procedures**

The types of records listed below will be retained by the College in accordance with the corresponding timeframe provided for each. Except where indicated to the contrary, retention periods run from the date of completion of the record. The retention periods listed pertain to the information contained in records, regardless of physical form or characteristic (paper, microfilm, computer disk or tape, or other medium).

In addition, some records may be needed to defend the College, Ontario County and/or their respective trustees,  
1012.64112(o)5c 0202Tw912(o)5c 025001 d34 -304 Emf0-376(P2-8((,84,)-(fm7-(fan(( R)( nt)1)6(ao)2so)-7((d)n))2(I04.46

(a.) Official copy of any literature or other material made available to the public: *Permanent*

(b) File on each institutional course or program: *1 year after course or program discontinued*

#### **ADMISSIONS RETENTION PERIOD**

**Admissions data** including but not limited to acceptance letter, advanced placement records, application, entrance examinations and reports, letters of recommendation, and transcripts from other schools, and/or high school

(a) For applicants who enter: *6 years after graduation or date of last attendance*

(b) For applicants who do not enter whether accepted or not: *3 years following date of admission or exclusion*

#### **AFFIRMATIVE ACTION**

**Individual complaint or problem case file** involving human rights, equal employment or sexual harassment: *6 years after last entry*

**Summary record for individual case** and/or master summary record of all cases: *Permanent*

**Biannual federal statistical report** (EEO-6 form) relating to ethnic, racial, gender, position, and salary composition of the force: *Permanent*

#### **ALUMNI RETENTION PERIOD**

**Alumni Association file** containing records concerning its relations with the College

(a) Significant correspondence or records relating to decision-making or policy: *Permanent*

(b) Routine correspondence and related materials: *0 after no longer needed*

**Alumni Directory** including but not limited to name, address, occupation, degree attained, marital status, and financial contributions of alumni: *0 after superseded or obsolete*

#### **ATHLETICS RETENTION PERIOD**

**Player recruitment/scouting file** concerning recruitment of student athletes for intercollegiate sports programs, including but not limited to scouting reports, lists of prospects, recruitment proposals, and correspondence



Fiscal reports from State University of New York (SUNY) including operating report (budget) and annual report (year-end): *6 years*

### **HEALTH SERVICES RETENTION PERIOD (1)**

**Certification, licensing, and accreditation records** covering review and approval by state or federal agency or professional review organization, to operate facility or program, to conduct tests, or to perform specified work, including lists of permissible procedures or tests: *7 years after superseded, revoked, or no longer valid*

**Survey, evaluation, and inspection records** covering review of campus health facilities and programs by state agency or professional review organization, including but not limited to medical care evaluation and similar studies: *Permanent*

**Master summary record**, master index file, or principal register giving basic data on individual patients: *Permanent*

**Appointment records**, including slips, return cards, sign-in sheets, and clinic schedules kept by College health facility or program: *0 after obsolete*

**Screening and assessment records** and referrals, for persons evaluated but not treated by facility or program: *3 years*

**Insurance carrier claim records**, including but not limited to schedule of payments, copy of claim, listing of invalid or rejected claims, vendor payment list, list of claims submitted for payment, and list of checks received: *7 years*

**Insurance and reimbursement related reports**, including cost report and certified uniform financial or statistical report, and all necessary supporting documentation: *9 years*

**Standard procedures and medical protocols:** *Permanent*

**Census record of student patients:** *10 years*

**Proof of immunization records:** *10 years*

**Student health service case record:** *6 years after last entry*

**Mental health individual case record** including history, incidents, or referral to psychiatrist: *10 years after last entry*

**Student consent forms:** *6 years after last entry*

**Athletic health information report** determining student eligibility to participate in campus sports activities: *6 years*

*(1): Certain aspects may not be necessary depending on scope of operations (for example, if insurance reimbursement is not sought).*

### **HOUSING RETENTION PERIOD**

**Residency occupancy records** including but not limited to room and board contracts and room assignment: *6 years*

**Damage records** pertaining to damage of dormitory equipment and furnishings of structure: *6 years*

**Off campus rental records** including lists of landl10(v3)-7(f 1( s)-1(p)13(oOTJ4ie)-m0.006 ((h3( 9ID 37 BDC /Tn)1(m)-6(pc)-6)-

## **INSTRUCTION RETENTION PERIOD**

**Course listing** created for administrative convenience, containing department list of classes: *0 after superseded*

**Course Syllabus:** *6 years*

**Instructor's grade book or listing** including class number and title, location, date and time class meets, student attendance, test grades, and final grade: *2 years*

**List of students majoring in a field of study:** *0 after superseded*

**Class schedule** including class title, location, dates, and time of meeting: *6 years*

**Final examinations** (completed): *1 year*

**Final examination questions:** *10 years*

**Application, permit and tax free use of alcohol report:** *6 years*

**Evaluations of course instructor:** *3 years*

**Radiation use log** including student name, date, film size, quantity, screen, and length of time in laboratory: *4 years after graduation*

**Records of hypodermic syringes and needles** acquired for educational use including records of need, purchase, inventory, destruction, loss or theft: *6 years*

## **MISCELLANEOUS RETENTION PERIOD**

**Establishment plan** for College including background materials: *Permanent*

**Student grievance records** including but not limited to grievance, investigative records, hearing proceedings, decision rendered, student appeal, records of arbitration procedure, final decision and correspondence: *6 years after grievance resolved*

### **Fire safety records**

(a) Fire drill report and fire alarm records: *3 years*

(b) Fire safety inspection reports, when inspection is performed by local government (city, county, town, village, or fire district) which maintains the official copy: *3 years, or until all violations noted on inspection reports are corrected, whichever is later*

(c) Fire safety inspection reports, when inspection is performed by person or company, pursuant to Section 807-b (3-a 1,2) of the Edu11((8ti)3(8MC /P AMCIDE)-5)2(p)2c by I

REGISTRATION RETENTION PERIOD

## Appendix

- None

### Review dates/action taken:

- September 2011: original effective date
- Fall 2012: no revisions
- Fall 2014: no revisions