

Distance Learning Records Retention Schedule

*Key: PM= Permanent, AC= After Close, FE= Fiscal Year End, LA=Life of Asset
AV= As Long as Administratively Valuable, US= Until Superseded, + Year*

<i>Category</i>	<i>Title</i>	<i>Office of Origin</i>	<i>SBOE Reference</i>	<i>Retention</i>
<i>Academic</i>				
	Book orders	Originating Department	SG 18-163	AC + 3
	Course Approvals	Registrar	SG 18-04	PM
	Course Development	Originating Department	SG 18-08	PM
	Course Information and Description	Registrar	SG 18-04	PM
	Course Schedules	Registrar	SG 18-05	PM
	ITIG Grant information--Technology Incentive Grants	Distance Learning	SG 18-141	AC + 3
	Outreach Coordinator Meeting Minutes	Distance Learning	SG 18-47	3
	State Grants and information	Distance Learning	SG 18-141	AC + 3
<i>Administrative</i>				
	Budget information	Controller's Office	SG 18-111	FE + 3
	Emergency evaluation chart and instructions	Inst. Planning, Research, & Assessment	SG 18-275	PM
	Grangeville Survey	Distance Learning	SG 18-23	3
	Proctor sheets	Distance Learning		AV
	Proctored tests	Distance Learning	SG 18-345	AC + 1
	Sign-in sheets	Distance Learning	SG 18-311	US + 1
	Work study files	Distance Learning	SG 18-238	3 or AV
<i>Facility Operations</i>				
	Policy and Procedures for Distance Learning	Distance Learning	SG 18-45	PM

<i>Category</i>	<i>Title</i>	<i>Office of Origin</i>	<i>SBOE Reference</i>	<i>Retention</i>
<i>Personnel</i>				
	Adjunct Pay	Human Resource Services	SG 18-223	3
	Personnel files for outreach center	Human Resource Services	SG 18-229	2
<i>Reports</i>				
	End of Semester Reports	Registrar	SG 18-286	PM
<i>Safety</i>				
	Safety Procedure for Outreach Centers--evacuation	Originating Department	SG 18-276	PM
<i>Students</i>				
	Daily enrollment	Registrar	SG 18-310	PM
	SRI's/Student reaction to services	Distance Learning	SG 18-242	AC + 5