

# *LCSC Draft Retention Schedule*

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AV= As Long as Administratively Valuable, US= Until Superseded, + Year*

<i>Category</i>	<i>Title</i>	<i>LCSC Retention</i>
<b>Academic</b>	Accreditation Records	PM
	Calendar	PM
	Course Management - Class – Course Information & Descriptions	PM
	Course Management - Class – Rolls, Rosters, & Roll Summaries,	PM
	Course Management - Class – Schedule Change Requests	PM
	Course Management – Curriculum Change Records	PM
	Course Management – Curriculum Development Records	PM
	Course Management- Consent / Release Forms	3
	Course Management- Course Outlines & Descriptions	PM
	Student Reaction to Instruction (SRI's)	AC + 5
<b>Administrative</b>	Accession Records - Archives, Library & Museum	PM
	Bindery Lists	AC + 1
	Correspondence – (Administrative)	PM
	Correspondence – (General)	3
	Correspondence - General Tracking Records	1
	Customer Surveys - Institutional Research. Surveys returned by cli	3
	Delivery Reports	1
	Desk Calendars / Appointment Books	CE+1
	Directives	PM
	Event and Conference Records – Records detailing the nature and	PM
	Executive Orders	PM
	Facilities Reservation Logs	1
	Forms History File	PM
	Forms Inventory	PM
	Mail & Telecommunications Listings	US
	Maintenance Agreements for specialized instruments and equipme	CE + 3
	Meeting Agenda and Minutes	PM
	Meeting Minutes - Staff Meetings	3
	Meeting Notes	PM
	Meetings, Audio or Videotapes of Open Meetings -Transcribed into	PM
	Meetings, Certified Agendas or Tape Recordings of Closed Meetin	PM
	Mileage Reports	FE+3
	Office Procedures	PM
	Organization Charts	PM
	Photocopier Use Logs & Reports	1

<i>Category</i>	<i>Title</i>	<i>LCSC Retention</i>
<b>Administrative</b>	Plans and Planning Records	PM
	Proposed Legislation	3
	Publication Development files	3
	Research Applications	AC + 3
	Rules, Policies, & Procedures	PM
	Speeches and Papers	PM
	Strategic Plans	PM
	Supply Usage Records	FE + 1
	Visitor Control Registers	3
<b>Athletics</b>	Conference Records	AC + 3
	Event Ticket Sales	AC + 5
<b>Computer Systems</b>	Audit Trail Records	PM
	Backups retained until superceded	US
	Batch Data Entry Control Records	AV
	Charge back Records to Data Processing Services Users	FE+3
	Computer Job Schedules and Reports	3
	Computer Systems - Website/Webpages – Internet/Intranet	PM
	Computer Systems - Website/Webpages – Internet/Intranet	PM
	Data Processing Policies and Procedures	PM
	Data Warehouses – Source Material Documentation	LA
	Data Warehouses – System Development Documentation	PM
	Finding Aids, Indexes, & Tracking Systems	PM
	Geographical Information Systems – GIS	PM
	Hardware Documentation	PM
	Master Files	AC
	Master Files (Backups)	AV
	Output Records for Computer Production	AV
	Processing Files	AC
	Quality Assurance Records	PM
	System Activity Reports	2
	System Monitoring Records	PM
Technical Documentation	AC	
<b>Equipment</b>	Calibration Records (Equipment or Instrument)	US
	Descriptions & Specifications	AC+3
	History File	LA+3
	Inventory Detail Report Forms	FE+3
	Manuals	LA
Warranties	AC+1	
<b>Facility Operations</b>	Appraisals - Building or Property	3
	Building As-Built Plans	PM

<i>Category</i>	<i>Title</i>	<i>LCSC Retention</i>
<b>Facility Operations</b>	Building Construction Contract and Inspection Records	PM
	Building Construction Project Files	PM
	Building Plans and Specifications	PM
	Building Space Requests	1
	Contracts and Leases	AC+ 6
	Damage Reports	FE+3
	Licenses and Permits for Non-vehicles	AC+3
	Lost & Stolen Property Reports	FE+3
	Maintenance Work Orders - Housing, Buildings and Grounds	AC + 3
	Operations Logs - Vehicles	1
	Parking Permits or Assignments	1
	Parking Service Records	AC + 3
	Property Destruction, Certificates of	PM
	Property Disposal Records Documenting disposal of inventoried pr	PM
	Property Mgmt- Sequential Number Logs	US+3
	Security Access Records	AC + 2
	Service Orders	1
	Space Utilization Reports	1
	Surplus Property Sale Reports	PM
	Utility Usage Reports	1
	Vehicle Titles & Registrations	1
	Vehicles - Inspection Repair & Maintenance Records	LA+1
	Water Tests/Treatment	PM
<b>Fiscal</b>	Accounts Payable Information	FE + 5
	Accounts Payable Ledgers	FE + 5
	Accounts Receivable Ledgers	FE + 5
	Annual Financial Reports	PM
	Annual Operating Budgets (Departmental)	FE+3
	Appropriation Requests	FE+3
	Audits – Reports	PM
	Balancing Records - Reconciliation	FE + 5
	Bank Statements	FE + 5
	Billing Detail - Telecommunications	FE + 5
	Canceled Checks/Stubs/ Warrants/Drafts	FE + 5
	Capital Asset Records	LA+3
	Cash Counts	FE + 5
	Cash Deposit Vouchers	FE + 5
	Cash Receipts	FE + 5
	Charge Schedules/Price Lists	FE + 5
	Comptroller Statements	FE + 5

<i>Category</i>	<i>Title</i>	<i>LCSC Retention</i>
<b>Fiscal</b>	Contracts & Leases	AC + 3
	Daily Cash Receipts Logs	FE + 5
	Deeds & Easements	PM
	Detail Chart of Accounts	FE + 5
	Disputed Call Documentation	FE+3
	Encumbrance Detail	FE + 5
	Encumbrance Vouchers	FE + 5
	Event and Conference Records – Ticket Sales	AC + 3
	Expenditure Vouchers	FE + 5
	Expenditures Journals or Registers	FE + 5
	External Fiscal Reports	FE+3
	Federal Tax Records	AC+ 4
	Freight Bills Paid	FE+3
	Freight Claims	AC+3
	General and Subsidiary Ledgers	FE + 5
	General Journal Vouchers	FE + 5
	Gift Income Records	FE + 5
	Grants – Applications & Proposals	FE+3
	Grants – State Information on File	AC+3
	Grants Documentation – Federal	AC+3
	Insurance Claim Files (property)	AC+3
	Insurance Policies (all types)	AC+ 5
	Internal Fiscal Management Reports	FE+3
	Investment Transaction Files	FE+3
	Long-term Liability Records	PM
	Postage Records	FE+ 3
	Purchase Vouchers	FE + 5
	Receipts Journals or Registers	FE + 5
	Reconciliations	FE + 5
	Reimbursable Activities, Requests & Authorizations to Engage in	FE + 5
	Requisitions for In-Agency Copy/Printing Service	1
	Returned Checks/ Warrants/Drafts (Uncollectable)	AC + 3
	Signature Authorizations	FE + 3
	Special Checks	5
	Transmittal of Funds/Cost Center Transfers	FE + 3
	Truth-in-Lending Statements	15
	Worksheets for Preparing Fiscal Reports	FE + 3
<b>Health Services</b>	Student and Other Medical Reports	AC + 5
	Student and Other Medical: Medicaid/Medicare Records	AC+ 5
	Student and Other Medical: Medical Financial Assistance Records	AC+ 3

<i>Category</i>	<i>Title</i>	<i>LCSC Retention</i>
<b>History</b>	Audiovisual Records - Event footage etc.	PM
	News or Press Releases	PM
	Photography	PM
	Publications – Record copy	PM
<b>Inventory</b>	Annual Physical Report	FE+3
	Inventory and Other Cost Files	FE+ 3
	Inventory Records – Library, Bookstore and related areas	AC + 3
	Inventory System Update Listings	AC+ 1
	Listing of Year-to-Date Activity	FE + 3
	Notices of Equipment Removed From Area	FE+3
<b>Legal</b>	Case Records – Institutional or Agency	PM
	Certifications & Licenses issued by the institution to agency	PM
	Copyright Information	PM
	Copyright Records	PM
	Litigation Files	PM
	Open Records Requests - Approved	PM
	Open Records Requests - Denied	PM
	Opinions & Advice	PM
	Royalty agreements/marketing contracts	PM
<b>Library</b>	Circulation Records	US
	ILL Lending Request	US
	ILL Search Requests (Borrowing)	3
	Patron Record, Community	AC + 4
	Patron Record, Student	AC + 4
	Statistical Reports to National Organizations	0
<b>Personnel</b>	Accumulated Leave Adjustment Requests	FE+3
	ADA (Americans with Disabilities Act) Documentation	3
	Affirmative Action Plans	5
	Agency Staffing Reports	PM
	Applications for Employment - Hired	AC+5
	Applications for Employment - Not Hired	AC+2
	Apprenticeship Records	5
	Aptitude & Skills Tests	US+2
	Aptitude & Skills Tests - Test Papers	2
	Aptitude & Skills Tests - Validation Records	LA+2
	Audiovisual Records –Training Videos	PM
	Benefit Plans	US+1
	Biographical Information (Vitas)	PM
	Complaint Records	FE+3
	Corrective Action Documentation	AC + 3

<i>Category</i>	<i>Title</i>	<i>LCSC Retention</i>
<b>Personnel</b>	Disciplinary Action Documentation	AC + 3
	EEO Reports and Supporting Documentations	3
	Employee Affidavits	AC+3
	Employee Benefits - Other than Insurance	US
	Employee Counseling Records	AC+3
	Employee Deduction Authorizations	AC+3
	Employee Earnings Records	4
	Employee Insurance Records	US
	Employee Recognition Records	AC+3
	Employee Savings Bond Ledgers	FE+3
	Employment Contracts	AC + 5
	Employment Eligibility, Documentation or Verification of	AC+ 4
	Employment Opportunity Announcements	2
	Employment Selection Records (Search Process)	2
	Equal Pay Records	2
	Former Employee Verification Records	AC + 5
	Grievance Records	AC+ 5
	Hazardous Materials Training Records	PM
	Hiring Process - Criminal History Checks - non academic	AC+ 1
	Human Resources Information System (HRIS) Reports	AC+3
	Institutional Employment Report	PM
	Job Procedure Records	US+3
	Labor Statistics Reports	3
	Leave Status Reports	FE+3
	Liability Release Forms / Records	PM
	License & Driving Record Checks	US
	Mail - Forwarding Address	1
	Optional Retirement Federal Employees	Transfer
	Overtime Authorization	2
	Overtime Schedules	2
	Payroll - Direct Deposit Application/Authorizations	US
	Payroll – Income Adjustment Authorizations	3
	Performance Appraisals (Evaluations)	Term + 5
	PERSI Enrollment Files	AC + 5
	PERSI Record of Hours Worked	AC + 5
	PERSI Termination Records	6
	Personnel Information or Action Forms	2
	Physical Examinations/ Medical Reports (periodic review)	US + 3
	Policies & Procedures	PM
	Position/Job Descriptions	US + 3

<i>Category</i>	<i>Title</i>	<i>LCSC Retention</i>
<b>Personnel</b>	Positions/Job Classification Review File	US + 3
	Resumes (Unsolicited)	1
	Shared Leave	5
	Sick Leave Pool Documentation	FE + 3
	State Deferred Compensation Records	AC + 5
	Time Cards and Time Sheets	3
	Time Off and/or Sick Leave Requests	FE + 3
	Training & Educational Achievement Records- Individual	AC + 3
	Training Administration Records	PM
	Training and Development Evaluation Files –feedback on training	AC + 5
	Training Materials	US + 1
	Unemployment Claims Records	3
	Unemployment Compensation Records	AC + 3
	W-2 Forms	AC + 5
	W-4 Forms	AC + 5
Work Schedules, Assignments	1	
<b>Procurement</b>	Bid Documentation	FE+3
	Estimate Files - Supply and Repair Cost Estimates	1
	Material Specifications	AC+3
	Order - Acknowledgments	1
	Packing Slips	1
	Performance Bonds	PM
	Purchasing Logs	FE + 3
	Requests for Information	AC + 3
	Sales Journals or Registers	FE + 3
	<b>Records Management</b>	Destruction Sign-Offs
Institution-specific Records Retention Schedule		PM
Plans		PM
Records Control Materials		PM
Records Disposition Logs		PM
Records Inventory Worksheets		PM
<b>Reports</b>	Activity - Reports on workload monitoring	3
	Agency Performance Measures Documentation - progress indicato	FE+3
	Bi-Annual or Annual Agency- Narrative	PM
	Reports - & Studies - Non-Fiscal	PM
	Reports - & Studies - Non-Fiscal - Raw Data	PM
	Reports on Performance Measures Reports on agency performanc	PM
<b>Safety</b>	Accident Reports and Associated Documentation - With Claims Fil	5
	Accident Reports and Associated Documentation - Injuries	3
	Disaster Preparedness and Recovery Plans	PM

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<b>Safety</b>	Evacuation Plans	PM	
	Fire Orders	AC+3	
	Hazard Communication Plans	PM	
	Hazardous Materials Disposal Records	PM	
	Incident Reports	3 or 30*	
	Inspection Records	AC+3	
	Material Safety Data Sheets	AC + 30	
	Police, Campus - Accident Records – Traffic	3	
	Police, Campus – Law Enforcement - Statistical Reports Files	AV	
	Police, Campus - Parking Tickets Reports	AC +1 3	
	Workplace Chemical Lists	30	
	<b>Students</b>	10th Day Reports	PM
		Academic Probation/Suspension	AV
Academic Progress Records		AC + 5	
Academic Records		PM	
Academic Status Report		PM	
Academic Suspension Waiver		AC+ 5	
Add/Drop Class Records		AC + 1	
Advising Records		AC + 1	
Applications/ Admissions, Accepted		AC + 5	
Applications/ Admissions, Rejected		AC + 1	
Athletic Eligibility Records		NCAA Agr.	
Athletic File		AC + 5	
Attendance Records		5	
Authority to Inspect Records		PM	
Change of Status Forms		AC + 5	
Class Schedules: Preparation Records		5	
Comprehensive Exams (Doctoral)		7	
Course Equivalencies		US + 1	
Data Sheets		AC	
Degree Applications		AC+ 2	
Degree Plans		PM	
Departmental Grade Books		AC + 4	
Disciplinary Records		AC + 2	
End of Semester Reports		PM	
Enrollment Statistics		PM	
Enrollment Verification - Records of release of information		AC + 1	
Exam Sign-up Sheets		US + 1	
Financial Aid Records - Campus-based and Pell Grant		AC + 3	

<i>Category</i>	<i>Title</i>	<i>LCSC Retention</i>
<b>Students</b>	Financial Aid Records - Fiscal Operations Report (FISAP) and sup	AC + 3
	Financial Aid Records - Perkins original promissory notes	AV
	Financial Aid Records - Perkins repayment records	AC + 3
	Financial Aid Records- FFEL and Direct Loans	AC + 3
	Financial Aid Records -FFEL and Direct Loans	AC + 3
	Grade Change Forms	PM
	Grade Reports	1
	Grade Sheets	PM
	Graduation Status and Ranking	PM
	Health Services- Patient Files/Medical Records	AC + 5
	Housing Records	FE + 5
	ID Requests	AC + 1
	Immigration Records	AC + 5
	Mass Add/Drop Changes	AC + 1
	Military Training, Credit for	AV
	Name Change Request	AC + 5
	Nondisclosure of Information	CE + 1
	Pass/Fail Records	AC + 1
	Permits for Admission to Register	AV
	Photography – Identification Photographs post 1930	US + PM
	Photography – Identification Photographs pre 1929	PM
	Placement & Career Counseling	AC + 5
	Recognition (Awards, etc.)	AC + 3
	Recruitment Records	AC + 1
	Refunds & Repayments	FE + 5
	Reports	5
	Residency Questionnaire	AV
	Scholarship Application (Rejected)	AC + 1
	Scholarship Records (Departmental)	AC + 3
	Scholarship Records (Federal)	AC + 5
	Scholarships - Awarded, Donor Files, etc.	AC + 5
	Scores & Reports (External) Admission (ex: GRE, SAT)	AC + 5
	Student Organizations	PM
	Student Teaching	AC + 10
	Test Materials (External)	AC + 1
	Tests, Student Academic	AC + 1
	Transcript Request	AC + 1
	Transcripts	PM
	VA Records	AC + 5
	Waiver Records	AC + 2

<i>Category</i>	<i>Title</i>	<i>LCSC Retention</i>
<b>Students</b>	Withdrawal/Reinstatement	AC + 5
	Work-Study: Certificates of Payment	FE + 5