

Administrative Services, VP

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AV= As Long as Administratively Valuable, US= Until Superseded, + Year*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>Administrative</i>				
	Contracts & Leases- Medical, Products, Facilities Use, Non-Marketing, etc.	Originating Department	SG 18-75	AC + 3
	Contracts- Royalty & Marketing	Originating Department	SG 18-173	PM
	Division Staff Meeting Minutes	Administrative Services, VP	SBOE 18-509	3
	Foundation Finance Committee Minutes	Administrative Services, VP	SG 18-16	PM
	Foundation Minutes	College Advancement	SG 18-16	1
	General Correspondence- Internal & External, Fiscal, Non-Program Planning Correspondence	Originating Department	SG 18-21	3
	Insurance Policies- All Types	Administrative Services, VP	SG 18-143	AC + 5
	LCSC Policy Handbook- Current & Changes	Administrative Services, VP	SG 18-45	PM
	SBOE Agendas- 1999-Post	SBOE	SG 18-29	Electronic
	SBOE Agendas- Pre 1999	Administrative Services, VP	SG 18-29	PM
	Student Fee Increases- Summary Document & Minutes of Open Meeting	Administrative Services, VP	SG 18-35	PM
<i>Facility Operations</i>				
	Campus Master Plans	Administrative Services, VP	SG 18-17	PM
	DPW Construction Project Files & All Bids	Administrative Services, VP	SG 18-88	PM
	DPW Maintenance & Repair Projects	Administrative Services, VP	SG 18-88	PM
	LCSC Internal Capital Projects- Requests & Awards	Physical Plant	SG 18-98	AC + 3
	Permanent Building Fund Requests	Administrative Services, VP	SG 18-190 1 yr	10 or AV
	Property Files- Appraisals- Not Purchased	Administrative Services, VP	SG 18-85	3 or AV
	Property Files- Deeds & Easements	Administrative Services, VP	SG 18-125	PM
	Revenue Bonds- Construction, Renovating, etc.	Administrative Services, VP	SG 18-87	PM
	Vehicle Titles & Registrations	Administrative Services, VP	SG 18-353 1 yr	US or AV

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<i>Fiscal</i>				
	Appropriation Requests (State Requests)	Budget Office	SG 18-112	FE + 3
	Division Budget Files- Internal Tracking, Budgeting, etc.	Budget Office	SG 18-11	FE + 3 or Datatel
	Grant Files- Federal	Originating Department	SG 18-140	AC + 3 or Grant Req.
	Grant Files, Applications, & Proposals-State & Non-State	Originating Department	SG 18-141, 18-140	AC + 3
	Journal Entries & Backup Notes	Budget Office	SG 18-154	FE + 3
	Operating Budget Book	Budget Office	SG 18-111, FE + 3	10 + AV
	Operating Budget- General Correspondence & Notes (working papers)	Budget Office	SG 18-111	3 + AV
	Requisitions- Packing slips attached	Originating Department	SG 18-258	AC + 1
	Student Technology Fee- Internal Distribution of Funds	Administrative Services, VP	SG 18-144	FE + 3
<i>Legal</i>				
	Certificates of Insurance- Received from Boise	Boise RM	Boise RM	1
	Facilities Use Agreements- May or May not Contain Insurance Certificate	Administrative Services, VP	Boise RM	AC + 3
	Waivers- All Waivers for Any Campus Activity	Originating Department	Boise RM	AC + 3
<i>Non-Record</i>				
	LCSC Created Document, Letters, Reports, etc. (Non Admin Svcs)	Originating Department	NA	AV
	Non-LCSC Created Documents, Letters, Reports, etc.	Administrative Services, VP	NA	AV
	Personal Note Files- Non-Program Planning	Originating Department	NA	AV
	Personal Notes from Meetings, etc.	Originating Department	NA	AV
<i>Records Management</i>				
	Records Inventory	Administrative Services, VP	SG 18-265	PM
	Records- List of records that have been destroyed	Administrative Services, VP	SG 18-266	PM
	Records Retention Schedule & Documentation	Administrative Services, VP	SG 18-268	PM
<i>Reports</i>				
	External Fiscal Reports- SBOE Reports, PIA, Surveys, etc.	Administrative Services, VP	SG 18-132	FE + 3
	External Reports- Narrative, Non-Fiscal, Agency Performance or Required by Statute	Administrative Services, VP	SG 18-271, 18-270	PM

<i>Category</i>	<i>Title</i>	<i>Office of Origin</i>	<i>SBOE Reference</i>	<i>Retention</i>
<i>Safety</i>				
	Accident Reports w/ Claim Filed	Administrative Services, VP	SG 18-09	5
	Accident Reports, No Claim, Injuries or No Injuries	Administrative Services, VP	SG 18-11 & 18-280	3
	Insurance Claims Involving Property, Floods, Power Outages, Vehicles, etc.	Administrative Services, VP	SG 18-142	AC + 3