

HAYWOOD COMMUNITY COLLEGE	ADMINISTRATIVE  Local College Retention Schedule	Procedure 2.3.8.1
------------------------------	--	----------------------

The schedule below defines all local dispositions as required in Policy 2.3.8 and in compliance with the 2021 Records Retention and Disposition Schedule for Colleges in the North Carolina Community College System.

<i>1. ADMINISTRATION, OFFICE, AND MANAGEMENT RECORDS</i>		
Item #	Records Series Title	Local Disposition Instruction
1-1.	ACCREDITATION FILE	1 year
1-2.	ACTIVITIES AND EVENTS FILE	1 year
1-3.	ADMINISTRATIVE FILE	Not applicable.
1-4.	ALUMNI INFORMATION	1 year
1-5.	AUDITS (PERFORMANCE) FILE	Not applicable.
1-6.	AWARDS AND HONORS FILE	Not applicable.
1-7.	BLUEPRINTS AND SPECIFICATIONS FILE	Not applicable.
1-8.	BOARD OF TRUSTEES MINUTES FILE	Recordings and transcriptions immediately following approval of minutes, all other items after 1 year
1-9.	BUILDING USE FILE	Not applicable.
1-10.	CALENDAR OF EVENTS OR APPOINTMENTS FILE	Not applicable.
1-11.	COMPLAINTS FILE	Not applicable.
1-12.	CONFERENCES, TRAINING PROGRAMS, AND WORKSHOP FILES	1 year
1-13.	DISASTER PREPAREDNESS AND EMERGENCY MANAGEMENT FILE	Not applicable.
1-14.	DISASTER RECOVERY	Not applicable.
1-15.	EQUIPMENT MAINTENANCE AND REPAIR FILE	Not applicable.
1-16.	EQUIPMENT/SUPPLIES RECORDS	Not applicable.
1-17.	FACILITY MAINTENANCE, REPAIR, AND INSPECTION FILE	Not applicable.
1-18.	FIRE, HEALTH, AND ENVIRONMENTAL SAFETY RECORDS	Not applicable.
1-19.	FUEL OIL STORAGE TANK RECORDS	Not applicable.
1-20.	FUND DRIVES AND DEVELOPMENT FILE	Not applicable.
1-21.	GOVERNMENT AFFAIRS RECORDS	Not applicable.
1-22.	GRANTS (ADMINISTRATIVE) FILE	Not applicable.
1-23.	HAZARDOUS MATERIALS MANAGEMENT	Not applicable.
1-24.	HISTORY OF THE COLLEGE FILE	1 year
1-25.	LOSS CONTROL INSPECTION REPORTS	Not applicable.

<i>1. ADMINISTRATION, OFFICE, AND MANAGEMENT RECORDS</i>		
Item #	Records Series Title	Local Disposition Instruction
1-26.	OFFICE SECURITY FILE	Not applicable.
1-27.	ORGANIZATIONAL CHARTS FILE	Not applicable.
1-28.	OTHER COLLEGES FILE	1 year
1-29.	PARKING FILE	Not applicable.
1-30.	PLANNING AND DEVELOPMENT FILE	5 years
1-31.	POLICIES AND PROCEDURE FILE	Immediately following adoption of policy or procedure.
1-32.	PRESIDENTIAL PLANNING AND DEVELOPMENT FILE	Not applicable.
1-33.	PRESIDENT'S CORRESPONDENCE FILE	Not applicable.
1-34.	PROFESSIONAL MEMBERSHIP RECORDS	Not applicable.
1-35.	PUBLICATIONS RECEIVED FILE	1 year
1-36.	REASONABLE ACCOMMODATIONS RECORDS	Not applicable.
1-37.	RECORDS MANAGEMENT FILE	Not applicable.
1-38.	REFERENCE (READING) FILE	Immediately following completion of need.
1-39.	REPORTS FILE	1 year
1-40.	REQUESTS FOR INFORMATION FILE	Not applicable.
1-41.	RESEARCH AND STUDIES FILE	5 years
1-42.	SAFETY DATA SHEETS	Not applicable.
1-43.	STAFF COMMITTEES FILE	Immediately following approval of minutes or 1 year
1-44.	STAFF ORGANIZATIONS FILE	Immediately following approval of minutes or 1 year
1-45.	SURVEY FILE	1 year
1-46.	VEHICLE MAINTENANCE, REPAIR, AND INSPECTION FILE	Not applicable.
1-47.	VEHICLE REQUESTS FILE	Not applicable.
1-48.	VENDOR INFORMATION FILE	1 year

<i>2. BUDGET, FISCAL, AND PAYROLL RECORDS</i>		
Item #	Records Series Title	Local Disposition Instruction
2-1.	ACCOUNTS PAYABLE FILE	Not applicable.
2-2.	ACCOUNTS RECEIVABLE FILE	Not applicable.
2-3.	ACCOUNTS UNCOLLECTABLE FILE	Not applicable.
2-4.	AUDITS (FINANCIAL) FILE	Not applicable.
2-5.	BANK STATEMENTS AND RECONCILIATIONS FILE	Not applicable.
2-6.	BIDS AND PROPOSALS FILE	5 years after expiration of contract. * (see footnotes)
2-7.	BUDGET RECORDS	Not applicable.
2-8.	CAPITAL IMPROVEMENTS FILE	7 years
2-9.	ELECTRONIC FUNDS TRANSFERS	Not applicable.
2-10.	ESCHEATS FILE	Not applicable.

<i>2. BUDGET, FISCAL, AND PAYROLL RECORDS</i>		
Item #	Records Series Title	Local Disposition Instruction
2-11.	FINANCIAL STATEMENTS FILE	Not applicable.
2-12.	GENERAL LEDGER DETAIL REPORTS FILE	After each use
2-13.	GENERAL LEDGER SUMMARY FILE	After each use
2-14.	GRANTS (FINANCIAL) FILE	Not applicable.
2-15.	INVENTORIES	Not applicable.
2-16.	INVOICES FILE	Not applicable.
2-17.	JOURNAL ENTRIES FILE	Not applicable.
2-18.	LOANS FILE	Not applicable.
2-19.	MONTHLY REPORT OF EXPENDITURES AND RECEIPTS (FORM DCC 2-12) FILE	Not applicable.
2-20.	MONTHLY REPORT OF SUBJECT WAGES AND RETIREMENT CONTRIBUTIONS FILE	Not applicable.
2-21.	OUTSTANDING ENCUMBRANCE REPORTS FILE	After close of current fiscal year.
2-22.	PAYMENT CARD DATA	Not applicable.
2-23.	PAYROLL DEDUCTIONS FILE	Not applicable.
2-24.	PAYROLL AND EARNINGS FILE	Not applicable.
2-25.	PURCHASE ORDERS FILE	Not applicable.
2-26.	REQUISITIONS FILE	Not applicable.
2-27.	SALES TAX FILE	Not applicable.
2-28.	SUBSIDIARY LEDGERS FILE	Not applicable.
2-29.	TIME SHEETS, CARDS, AND ATTENDANCE FILE	Not applicable.
2-30.	TRAVEL REIMBURSEMENTS FILE	Not applicable.
2-31.	VOUCHER DETAIL AND SUMMARY LISTINGS FILE	Not applicable.
2-32.	WITHHOLDING STATEMENTS FILE	Not applicable.

<i>3. CONTINUING EDUCATION RECORDS</i>		
Item #	Records Series Title	Local Disposition Instruction
3-1.	ADULT HIGH SCHOOL DIPLOMA COURSE FILE	Not applicable.
3-2.	APPLICARTIONS FOR HIGH SCHOOL EQUIVALENCY CERTIFICATES FILE	Not applicable.
3-3.	CLASS REPORTS FILE	Not applicable.
3-4.	EXAMINATIONS, TESTS, AND COURSEWORK FILE	Not applicable.
3-5.	EXAMINATIONS (MASTER COPIES) FILE	Not applicable.
3-6.	NEW INDUSTRY TRAINING PROGRAM FILE	Not applicable.
3-7.	STUDENT REGISTRATION FILE	Not applicable.
3-8.	WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) PROJECTS FILE	Not applicable.

4. CURRICULUM AND STUDENT SERVICES RECORDS		
Item #	Records Series Title	Local Disposition Instruction
4-1.	ACADEMIC ACTION AUTHORIZATION FILE	Not applicable.
4-2.	APPLICATIONS FOR ADMISSION FILE	Not applicable.
4-3.	APPLICATIONS FOR GRADUATION FILE	Not applicable.
4-4.	ATTENDANCE AND GRADES FILE	Not applicable.
4-5.	CLASS RECORDINGS	Not applicable.
4-6.	CLASS REPORTS FILE	Not applicable.
4-7.	COMMENCEMENT FILE	1 year
4-8.	COURSE ADD/DROP FILE	Not applicable.
4-9.	COURSE CATALOG FILE	6 years
4-10.	COURSE EVALUATIONS FILE	3 years
4-11.	CURRENT STUDENT RECORDS FILE	Not applicable.
4-12.	CURRICULUM PLANNING FILE	Not applicable.
4-13.	EXAMINATIONS, TESTS, TERM PAPERS, AND HOMEWORK FILE	Not applicable.
4-14.	EXAMINATIONS (MASTER COPIES) FILE	Not applicable.
4-15.	FAMILY EDUCATION RIGHT TO PRIVACY ACT (FERPA) COMPLIANCE FILE	Not applicable.
4-16.	FIELD TRIP AUTHORIZATIONS	Not applicable.
4-17.	FINANCIAL AID FILE	Not applicable.
4-18.	GRADE CHANGE APPEAL AND AUTHORIZATION FILE	Not applicable.
4-19.	GRADE REPORTS FILE	Not applicable.
4-20.	INTERNATIONAL STUDENTS FILE	Not applicable.
4-21.	LOAN (STATE AND FEDERAL) FILE	Not applicable.
4-22.	PERMANENT TRANSCRIPT FILE	Not applicable.
4-23.	PROGRAM APPROVALS AND TERMINATIONS FILE	Not applicable.
4-24.	SCHOLARSHIP FILE	Not applicable.
4-25.	SEMESTER ENROLLMENT SUMMARIES FILE	Not applicable.
4-26.	SERVICES TO STUDENTS WITH DISABILITIES	Not applicable.
4-27.	STANDARDIZED TEST SCORES FILE	Not applicable.
4-28.	STATE RESIDENCY FILE	Not applicable.
4-29.	STUDENT ACADEMIC ADVISEMENT FILE	Not applicable.
4-30.	STUDENT ASSOCIATIONS AND ORGANIZATIONS FILE	1 year
4-31.	STUDENT AWARDS AND HONORS FILE	Not applicable.
4-32.	STUDENT CAREER PLANNING FILE	1 year
4-33.	STUDENT DISCIPLINARY FILE	Not applicable.
4-34.	STUDENT GOVERNMENT ASSOCIATION FILE	1 year

<i>4. CURRICULUM AND STUDENT SERVICES RECORDS</i>		
Item #	Records Series Title	Local Disposition Instruction
4-35.	STUDENT RECRUITMENT FILE	Not applicable.
4-36.	TRANSCRIPT REQUESTS FILE	Not applicable.
4-37.	TRANSFER EQUIVALENTS FILE	Not applicable.
4-38.	VEHICLE REGISTRATION FILE	Vehicle is sold or discarded.
4-39.	VETERAN STUDENT BENEFITS FILE	Not applicable.
4-39.	WITHDRAWALS FILE	Not applicable.

<i>5. INFORMATION TECHNOLOGY RECORDS</i>		
Item #	Records Series Title	Local Disposition Instruction
5-1.	COMPUTER AND NETWORK SECURITY INCIDENT RECORDS	Not applicable.
5-2.	COMPUTER AND NETWORK USAGE FILE	Not applicable.
5-3.	DIGITIZATION AND SCANNING FILE	Not applicable.
5-4.	DISATER PREPAREDNESS AND RECOVERY PLANS FILE	Not applicable.
5-5.	ELECTRONIC RECORDS POLICIES AND PROCEDURES FILE	Not applicable.
5-6.	FIXITY CHECKS	Not applicable.
5-7.	INFORMATION TECHNOLOGY ASSISTANCE FILE	Not applicable.
5-8.	NETWORK AND SYSTEM SECURITY FILE	Not applicable.
5-9.	NETWORK DIAGRAMS FILE	Not applicable.
5-10.	PROJECT DOCUMENTATION FILE	Not applicable.
5-11.	SOFTWARE LICENSE AND COPYRIGHT PROVISIONS FILE	Not applicable.
5-12.	SYSTEM ACCESS FILE	Not applicable.
5-13.	SYSTEMS AUDITS FILE	Not applicable.
5-14.	SYSTEM DOCUMENTATION FILE	Not applicable.
5-15.	SYSTEM MAINTENANCE RECORDS: HARDWARE REPAIR OR SERVICE FILE	Not applicable.
5-16.	SYSTEM MAINTENANCE RECORDS: RECORDS BACKUPS FILE	1 year
5-17.	VOICE OVER INTERNET PROTOCOL (VoIP) RECORDS	Not applicable.
5-18.	WEB MANAGEMENT AND OPERATIONS RECORDS: STRUCTURAL FILE	Not applicable.
5-19.	WEBSITE FILE	3 years

<b>6. LEARNING RESOURCE CENTER RECORDS</b>		
Item #	Records Series Title	Local Disposition Instruction
6-1.	ACCESSION RECORDS FILE	Not applicable.
6-2.	ACQUISITIONS FILE	Not applicable.
6-3.	CIRCULATION AND USE FILE	Not applicable.
6-4.	CONSERVATION TREATMENT RECORDS	Not applicable.
6-5.	COPYRIGHT OF INTERLIBRARY COPY REQUESTS FILE	Not applicable.
6-6.	DISCARDED MATERIALS FILE	Not applicable.
6-7.	DONOR RECORDS	Not applicable.
6-8.	FINDING AIDS	Not applicable.
6-9.	INTEGRATED LIBRARY SYSTEM FILE	After 3 years of inactivity by a patron or immediately after circulation item is returned.
6-10.	INTERLIBRARY LOAN FILE	Not applicable.
6-11.	INVENTORIES FILE	Not applicable.
6-12.	LOAN RECORDS	Not applicable.
6-13.	MEMBERSHIPS FILE	Not applicable.
6-14.	NORTH CAROLINA HIGHER EDUCATION DATA (NCHED) AND INTEGRATED POSTSECONDARY EDUCATION DATA SYSTEM (IPEDS) FILE	3 years

<b>7. LEGAL RECORDS</b>		
Item #	Records Series Title	Local Disposition Instruction
7-1.	AGREEMENTS, CONTRACTS, AND LEASES FILE	Not applicable.
7-2.	COURT CASE (LITIGATION) FILE	Not applicable.
7-3.	DELEGATION OF AUTHORITY RECORDS	Not applicable.
7-4.	INSURANCE POLICIES FILE	Not applicable.
7-5.	LEGAL OPINIONS FILE	Not applicable.
7-6.	LICENSES AND PERMISSIONS	1 year
7-7.	OWNERSHIP RECORDS FILE	Not applicable.
7-8.	RELEASE FORMS	Not applicable.
7-9.	SETTLEMENTS	Not applicable.
7-10.	SUBPOENAS AND AFFIDAVITIS	Not applicable.
7-11.	VEHICLE TITLES AND REGISTRATION FILE	Not applicable.
7-12.	WARRENTIES FILE	Not applicable.

<b>8. PERSONNEL RECORDS</b>		
Item #	Records Series Title	Local Disposition Instruction
8-1.	ABOLISHED POSITIONS FILE	2 years
8-2.	ACCIDENT REPORTS FILE	Not applicable.
8-3.	ADDRESSES FILE	Not applicable.

8. PERSONNEL RECORDS		
Item #	Records Series Title	Local Disposition Instruction
8-4.	ADMINISTRATIVE INVESTIGATIONS	Not applicable.
8-5.	ADMINISTRATIVE PERSONNEL RECORDS	Not applicable.
8-6.	AGGREGATE SERVICE HISTORY FILE	30 years
8-7.	ALCOHOL AND DRUG PREVENTION FILE	Not applicable.
8-8.	ALLOCATED LISTS FILE	Not applicable.
8-9.	APPLICANT SUMMARY FILE	Not applicable.
8-10.	APPLICATIONS FOR EMPLOYMENT FILE	Not applicable.
8-11.	APTITUDE AND SKILLS TESTING	Not applicable.
8-12.	AVAILABLE INSTRUCTORS FILE	Not applicable.
8-13.	BENEFITS FILE	Not applicable.
8-14.	CIVIL RIGHTS FILE	Not applicable.
8-15.	CIVIL RIGHTS CASES FILE	Not applicable.
8-16.	CLASSIFICATIONS AND SALARIES FILE	Not applicable.
8-17.	CONFLICT OF INTEREST FILE	Not applicable.
8-18.	DISABILITY SALARY CONTINUATION CLAIMS FILE	Not applicable.
8-19.	DISCIPLINARY FILE	Not applicable.
8-20.	EDUCATIONAL LEAVE AND REIMBURSEMENT FILE	Not applicable.
8-21.	EMPLOYEE ASSISTANCE PROGRAM (EAP) FILE	Not applicable.
8-22.	EMPLOYEE SUGGESTION AND SURVEYS FILE	2 years
8-23.	EMPLOYMENT ELIGIBILITY VERIFICATION RECORDS	Not applicable.
8-24.	EMPLOYMENT TESTS AND ANSWER SHEETS FILE	Not applicable.
8-25.	EXIT INTERVIEWS	Not applicable.
8-26.	FAMILY MEDICAL LEAVE ACT (FMLA) FILE	Not applicable.
8-27.	GARNISHMENTS FILE	Not applicable.
8-28.	GRIEVANCES FILE	Not applicable.
8-29.	INTERNSHIP PROGRAM FILE	Not applicable.
8-30.	LAPSED SALARIES	Not applicable.
8-31.	LEAVE FILE	30 years
8-32.	LICENSING AND CERTIFICATION FILE	Not applicable.
8-33.	LONGEVITY FILE	Not applicable.
8-34.	MEDICAL RECORDS FILE	Not applicable.
8-35.	MERIT FILE	Not applicable.
8-36.	MILITARY LEAVE FILE	Not applicable.
8-37.	OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) FILE	Not applicable.
8-38.	PERSONNEL FILE (ACTIVE)	Not applicable.
8-39.	PERSONNEL FILE (INACTIVE)	Not applicable.
8-40.	PERSONNEL FILE (ONE TIME PAYMENTS)	Not applicable.
8-41.	PERSONNEL FILE (SEASONAL AND CONTRACT WORKER RECORDS)	Not applicable.

<i>8. PERSONNEL RECORDS</i>		
Item #	Records Series Title	Local Disposition Instruction
8-42.	POSITION DESCRIPTIONS FILE	Not applicable.
8-43.	POSITION HISTORIES FILE	Not applicable.
8-44.	RECRUITMENT FILE	Not applicable.
8-45.	RETIREMENT FILE	30 years
8-46.	SECONDARY EMPLOYMENT FILE	1 year
8-47.	SERVICE AWARDS FILE	Not applicable.
8-48.	STATEMENT OF BACK PAY FILE	Not applicable.
8-49.	TRAINING RECORDS	Not applicable.
8-50.	UNEMPLOYMENT COMPENSATION CLAIMS FILE	Not applicable.
8-51.	UNEMPLOYMENT INSURANCE FILE	Not applicable.
8-52.	VACANCY FILE	Not applicable.
8-53.	VERIFICATION OF EMPLOYMENT FILE	Not applicable.
8-54.	VOLUNTEER FILE	Not applicable.
8-55.	WORK PLAN FILE	Not applicable.
8-56.	WORK SCHEDULES AND ASSIGNMENTS FILE	Not applicable.
8-57.	WORKERS' COMPENSATION PROGRAM ADMINISTRATION FILE	Not applicable.

<i>9. PUBLIC RELATIONS RECORDS</i>		
Item #	Records Series Title	Local Disposition Instruction
9-1.	AUDIO AND VIDEO RECORDINGS FILE	1 year
9-2.	BIOGRAPHICAL DATA FILE	1 year
9-3.	COLLEGE PUBLICATIONS FILE	2 years
9-4.	MAILING LISTS FILE	Not applicable.
9-5.	NEW CLIPPINGS AND SCRAPBOOKS FILE	1 year
9-6.	NEWS RELEASE FILE	Not applicable.
9-7.	PHOTOGRAPHS AND SLIDES FILE	1 year
9-8.	PUBLICITY FILE	1 year
9-9.	PUBLIC RECORDS REQUESTS	Not applicable.
9-10.	SOCIAL MEDIA FILE	Not applicable.
9-11.	SPEECHES FILE	1 year

<i>10. PUBLIC SAFETY RECORDS</i>		
Item #	Records Series Title	Local Disposition Instruction
10-1.	ACCIDENT REPORTS	Not applicable.
10-2.	ALARM MONITORING REPORTS	Not applicable.
10-3.	BANS AND TRESPASS WARNINGS	Not applicable.
10-4.	BUILDING AND GROUNDS SECURITY	3 years
10-5.	CASE INVESTIGATION RECORDS	Not applicable.
10-6.	CONFISCATED PROPERTY RECORDS	Not applicable.



10-7.	EMERGENCY COMMUNICATIONS AND DISPATCH	3 years
10-8.	EVIDENCE TRACKING	Not applicable.
10-9.	INCIDENT REPORTS	Not applicable.
10-10.	LAW ENFORCEMENT AGENCY RECORDINGS	Not applicable.
10-11.	LOST, STOLEN, OR DAMAGED PROPERTY REPORTS	Not applicable.
10-12.	PARKING TICKETS	Not applicable.
10-13.	TOWED VEHICLE REPORTS	Not applicable.
10-14.	TRAFFIC CITATIONS	Not applicable.
10-15.	TRAFFIC STOP REPORTS	Not applicable.

<i>11. STUDENT HEALTH AND COUNSELING SERVICES RECORDS</i>		
Item #	Records Series Title	Local Disposition Instruction
11-1.	CONTROLLED SUBSTANCES ADMINISTRATIVE RECORDS	Not applicable.
11-2.	MMUNIZATION INCOMPLETE LOG	Not applicable.
11-3.	INSURANCE CLAIMS RECORDS	Not applicable.
11-4.	PATIENT APPOINTMENT RECORDS	Not applicable.
11-5.	PRESCRIPTION ORDERS	Not applicable.
11-6.	RADIOLOGY JACKETS	Not applicable.
11-7.	STUDENT COUNSELING RECORDS	Not applicable.
11-8.	STUDENT IMMUNIZATION RECORDS	Not applicable.
11-9.	STUDENT MEDICAL RECORDS	Not applicable.
11-10.	SUBSTANCE ABUSE PROGRAM ADMINISTRATION RECORDS	Not applicable.

Adopted: 04-23-2020; 04-15-2021; 06-22-2021 (correction)

Legal Reference: NCGS § 132-8, NCGS § 121-5