

HAYWOOD COMMUNITY COLLEGE	ADMINISTRATIVE Local College Retention Schedule	Procedure 2.3.8.1
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The schedule below defines all local dispositions as required in Policy 2.3.8 and in compliance with the Records Retention and Disposition Schedule for Colleges in the North Carolina Community College System dated August 23, 2019.

<i>1. ADMINISTRATION, OFFICE, AND MANAGEMENT RECORDS</i>		
Item #	Records Series Title	Local Disposition Instruction
1.	ACCREDITATION FILE	1 year
2.	ACTIVITIES AND EVENTS FILE	1 year
3.	ADMINISTRATIVE FILE	5 years
4.	AUDITS (PERFORMANCE) FILE	Not applicable.
5.	AWARDS AND HONORS FILE	Not applicable.
6.	BLUEPRINTS AND SPECIFICATIONS FILE	Not applicable.
7.	BOARD OF TRUSTEES MINUTES FILE	Recordings and transcriptions immediately following approval of minutes, all other items after 1 year
8.	BUILDING USE AND MAINTENANCE FILE	Not applicable.
9.	CALENDAR OF EVENTS OR APPOINTMENTS FILE	Not applicable.
10.	COMPLAINTS FILE	Not applicable.
11.	CONFERENCES, TRAINING PROGRAMS, AND WORKSHOP FILES	1 year
12.	DISASTER PREPAREDNESS AND EMERGENCY MANAGEMENT FILE	Not applicable.
13.	EQUIPMENT MAINTENANCE AND REPAIR FILE	Not applicable.
14.	EQUIPMENT/SUPPLIES INSTRUCTIONS AND CATALOGS FILE	Not applicable.
15.	FACILITY MAINTENANCE, REPAIR, AND INSPECTION FILE	Not applicable.
16.	FUND DRIVES AND DEVELOPMENT FILE	Not applicable.
17.	GRANTS (ADMINISTRATIVE) FILE	Not applicable.
18.	HISTORY OF THE COLLEGE FILE	1 year
19.	OFFICE SECURITY FILE	Not applicable.
20.	ORGANIZATIONAL CHARTS FILE	Not applicable.
21.	OTHER COLLEGES FILE	1 year
22.	PARKING FILE	Not applicable.
23.	PLANNING AND DEVELOPMENT FILE	5 years
24.	POLICIES AND PROCEDURE FILE	Immediately following adoption of policy or procedure.

25.	PRESIDENTIAL PLANNING AND DEVELOPMENT FILE	Not applicable.
26.	PRESIDENT'S CORRESPONDENCE FILE	Not applicable.
27.	PUBLICATIONS RECEIVED FILE	1 year
28.	RECORDS MANAGEMENT FILE	Not applicable.
29.	REFERENCE (READING) FILE	Immediately following completion of need.
30.	REPORTS FILE	1 year
31.	REQUESTS FOR INFORMATION FILE	Not applicable.
32.	RESEARCH AND STUDIES FILE	5 years
33.	STAFF COMMITTEES FILE	Immediately following approval of minutes or 1 year
34.	STAFF ORGANIZATIONS FILE	Immediately following approval of minutes or 1 year
35.	SURVEY FILE	1 year
36.	VEHICLE MAINTENANCE, REPAIR, AND INSPECTION FILE	Not applicable.
37.	VEHICLE REQUESTS FILE	Not applicable.
38.	VENDOR INFORMATION FILE	1 year

2. BUDGET, FISCAL, AND PAYROLL RECORDS		
Item #	Records Series Title	Local Disposition Instruction
1.	ACCOUNTS PAYABLE FILE	Not applicable.
2.	ACCOUNTS RECEIVABLE FILE	Not applicable.
3.	ACCOUNTS UNCOLLECTABLE FILE	Not applicable.
4.	AUDITS (FINANCIAL) FILE	Not applicable.
5.	BAD CHECKS (RETURNED CHECKS) FILE	Not applicable.
6.	BANK STATEMENTS AND RECONCILIATIONS FILE	Not applicable.
7.	BIDS FILE	Not applicable.
8.	BUDGET CORRESPONDENCE FILE	Not applicable.
9.	BUDGET FILE	Not applicable.
10.	BUDGET RESOLUTIONS FILE	Not applicable.
11.	CAPITAL IMPROVEMENTS FILE	7 years
12.	CASH RECEIPTS AND DEPOSITS FILE	Not applicable.
13.	CHECK REGISTERS (FORM DCC 2-10) FILE	After weekly check run.
14.	CHECK REGISTERS PAYROLL (FORM DC 2-11) FILE	Not applicable.
15.	DEPOSITS FILE	Not applicable.
16.	DIRECT DEPOSITS APPLICATIONS AND AUTHORIZATIONS FILE	Not applicable.
17.	ESCHEATS FILE	Not applicable.
18.	FINANCIAL STATEMENTS FILE	Not applicable.
19.	FIXED ASSET (EQUIPMENT INVENTORY) REPORTS FILE	Not applicable.
20.	FUND APPLICATIONS FILE	Not applicable.
21.	GENERAL LEDGER DETAIL REPORTS FILE	After each use

22.	GENERAL LEDGER SUMMARY FILE	After each use
23.	GOOD/MATERIALS RECEIVED REPORTS FILE	3 years
24.	GRANTS (FINANCIAL) FILE	Not applicable.
25.	INVOICES FILE	Not applicable.
26.	JOURNAL ENTRIES FILE	Not applicable.
27.	LOANS FILE	Not applicable.
28.	MONTHLY REPORT OF EXPENDITURES AND RECEIPTS (FORM DCC 2-12) FILE	Not applicable.
29.	MONTHLY REPORT OF SUBJECT WAGES AND RETIREMENT CONTRIBUTIONS FILE	Not applicable.
30.	OUTSTANDING ENCUMBRANCE REPORTS FILE	After close of current fiscal year.
31.	PAYROLL DEDUCTIONS FILE	Not applicable.
32.	PAYROLL AND EARNINGS FILE	Not applicable.
33.	PURCHASE ORDERS FILE	Not applicable.
34.	REQUISITIONS FILE	Not applicable.
35.	SALES TAX FILE	Not applicable.
36.	SUBSIDIARY LEDGERS FILE	Not applicable.
37.	TIME SHEETS, CARDS, AND ATTENDANCE FILE	Not applicable.
38.	TRAVEL REIMBURSEMENTS FILE	Not applicable.
39.	VOUCHER DETAIL AND SUMMARY LISTINGS FILE	Not applicable.
40.	WITHHOLDING STATEMENTS FILE	Not applicable.

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

<i>4. CURRICULUM AND STUDENT SERVICES RECORDS</i>		
Item #	Records Series Title	Local Disposition Instruction

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

38.	VETERAN STUDENT BENEFITS FILE	Not applicable.
39.	WITHDRAWALS FILE	Not applicable.

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

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

10.	MEMBERSHIPS FILE	Not applicable.
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<i>7. LEGAL RECORDS</i>		
Item #	Records Series Title	Local Disposition Instruction
1.	AGREEMENTS, CONTRACTS, AND LEASES FILE	Not applicable.
2.	COURT CASE (LITIGATION) FILE	Not applicable.
3.	INSURANCE POLICIES FILE	Not applicable.
4.	LEGAL OPINIONS FILE	Not applicable.
5.	OWNERSHIP RECORDS FILE	Not applicable.
6.	VEHICLE TITLES FILE	Not applicable.
7.	WARRENTIES FILE	Not applicable.

<i>8. PERSONNEL RECORDS</i>		
Item #	Records Series Title	Local Disposition Instruction
1.	ABOLISHED POSITIONS FILE	2 years
2.	ACCIDENT REPORTS FILE	Not applicable.
3.	ADDRESSES FILE	Not applicable.
4.	AGGREGATE SERVICE HISTORY FILE	30 years
5.	ALCOHOL AND DRUG PREVENTION FILE	Not applicable.
6.	ALLOCATED LISTS FILE	Not applicable.
7.	APPLICANT SUMMARY FILE	Not applicable.
8.	APPLICATIONS FOR EMPLOYMENT FILE	Not applicable.
9.	AVAILABLE INSTRUCTORS FILE	Not applicable.
10.	BENEFITS FILE	Not applicable.
11.	CIVIL RIGHTS FILE	Not applicable.
12.	CIVIL RIGHTS CASES FILE	Not applicable.
13.	CLASSIFICATIONS AND SALARIES FILE	Not applicable.
14.	CONFLICT OF INTEREST FILE	Not applicable.
15.	DISABILITY SALARY CONTINUATION CLAIMS FILE	Not applicable.
16.	DISCIPLINARY FILE	Not applicable.
17.	EDUCATIONAL LEAVE AND REIMBURSEMENT FILE	Not applicable.
18.	ELIGIBILITY RECORDS FILE	Not applicable.
19.	EMPLOYEE ASSISTANCE PROGRAM (EAP) FILE	Not applicable.
20.	EMPLOYEE SUGGESTION AND SURVEYS FILE	2 years
21.	EMPLOYMENT TESTS AND ANSWER SHEETS FILE	Not applicable.
22.	FAMILY MEDICAL LEAVE ACT (FMLA) FILE	Not applicable.
23.	GARNISHMENTS FILE	Not applicable.
24.	GRIEVANCES FILE	Not applicable.
25.	INTERNSHIP PROGRAM FILE	Not applicable.

26.	LEAVE FILE	30 years
27.	LICENSING AND CERTIFICATION FILE	Not applicable.
28.	LONGEVITY FILE	Not applicable.
29.	MEDICAL RECORDS FILE	Not applicable.
30.	MERIT FILE	Not applicable.
31.	MILITARY LEAVE FILE	Not applicable.
32.	OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) FILE	Not applicable.
33.	PERSONNEL FILE (ACTIVE)	Not applicable.
34.	PERSONNEL FILE (INACTIVE)	Not applicable.
35.	PERSONNEL FILE (ONE TIME PAYMENTS)	Not applicable.
36.	POSITION DESCRIPTIONS FILE	Not applicable.
37.	POSITION HISTORIES FILE	Not applicable.
38.	RECRUITMENT FILE	Not applicable.
39.	RETIREMENT FILE	30 years
40.	SECONDARY EMPLOYMENT FILE	1 year
41.	SERVICE AWARDS FILE	Not applicable.
42.	STATEMENT OF BACK PAY FILE	Not applicable.
43.	UNEMPLOYMENT COMPENSATION CLAIMS FILE	Not applicable.
44.	UNEMPLOYMENT INSURANCE FILE	Not applicable.
45.	VACANCY FILE	Not applicable.
46.	VERIFICATION OF EMPLOYMENT FILE	Not applicable.
47.	WORK PLAN FILE	Not applicable.
48.	WORK SCHEDULES AND ASSIGNMENTS FILE	Not applicable.
49.	WORKERS' COMPENSATION PROGRAM ADMINISTRATION FILE	Not applicable.
50.	WORKERS' COMPENSATION LITIGATION AND CLAIMS FILE	Not applicable.

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

10. PUBLIC SAFETY RECORDS		
Item #	Records Series Title	Local Disposition Instruction
1.	ACCIDENT REPORTS	Not applicable.
2.	ALARM MONITORING REPORTS	Not applicable.
3.	BANS AND TRESPASS WARNINGS	Not applicable.
4.	BUILDING AND GROUNDS SECURITY	3 years
5.	CASE INVESTIGATION RECORDS	Not applicable.
6.	CONFISCATED PROPERTY RECORDS	Not applicable.
7.	EMERGENCY COMMUNICATIONS AND DISPATCH	3 years
8.	EVIDENCE TRACKING	Not applicable.
9.	INCIDENT REPORTS	Not applicable.
10.	LAW ENFORCEMENT AGENCY RECORDINGS	Not applicable.
11.	LOST, STOLEN, OR DAMAGED PROPERTY REPORTS	Not applicable.
12.	PARKING TICKETS	Not applicable.
13.	TOWED VEHICLE REPORTS	Not applicable.
14.	TRAFFIC CITATIONS	Not applicable.
15.	TRAFFIC STOP REPORTS	Not applicable.

Adopted: 04-23-2020

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