

Record Retention Policies of Jacksonville College

The record retention policies of Jacksonville College establish mandatory minimum retention periods for the College's records. The retention period applies to any paper or electronic record. Electronic records include but are not limited to files stored on a computer or other storage medium, as well as records found in electronic mail, websites, electronic publications, and social media. Original paper records may be disposed of prior to their set expiration date listed once they have been stored electronically.

Each department is responsible for maintaining the security, confidentiality, and integrity of records as applicable to the department. This includes but is not limited to the use, storage, and disposal of records by the department.

This policy complies with the requirements set forth by the Texas State Library and Archives Commission regarding the retention schedule for records of public junior colleges (LOCAL SCHEDULE JC (13 TAC 7.125(a)(5))) effective September 22, 2010.



Admissions

<u>Record Title</u>	<u>Record Description</u>	<u>Retention Period</u>	<u>Remarks</u>
Admissions Record	Applications for admission or readmission; letters or forms evidencing grant or denial of admission; entrance examination reports (ACT, SAT, TOEFL, etc); THEA score reports or exemption forms; local assessment test reports; residency status forms and oaths; Immigration and Naturalization Service forms; health and immunization reports; GED attainment documentation; and high school or prior college transcripts, transcript waivers, or statements of good standing.	5 years after application term*	Retention Notes: All contents within a student's folder that has been admitted but did not register will be shredded within 2 years.
Admissions Record	Transcripts or other admission or assessment documentation received during an admission period that cannot be matched with an application for admission.	2 years after application term	
Admissions Record	Records of international students admitted who did register	5 years after application term	
Admission Record	Applicants who were admitted but did not register	2 years after application term*	Retention Note: 5 years for international applicants
Letters of Recommendation	Letters of recommendation or other correspondence relevant to decisions on admission.	Until admission or denial of admission	
Recruitment Records	Advertisement tearsheets, direct mail pieces, promotional literature, and similar material used to recruit students, including any training materials or manuals used to instruct recruitment representatives of a junior college.		
Placement Scores		5 years after application term	Retention Note: Students who were admitted but did not register will be shredded within 2 years of application term

Registrar's Office

<u>Record Title</u>	<u>Record Description</u>	<u>Retention Period</u>	<u>Remarks</u>
Degree Audit	Audits conducted to determine a current or former student's eligibility to graduate with an associate degree.	Permanent	
Transcript Requests (student)		Not applicable	Retention Notes: All transcript requests are through National Student Clearinghouse
Transcripts	Transcript, or a record equivalent in function, of the academic achievement of each enrolled student, documenting courses taken, credits granted, grades received, and any degrees or certifications awarded (including any narrative assessments or evaluations prepared in lieu of an assigned grade).	Permanent	Retention Note: Record kept electronically
Hold for Pick-Up Transcripts		2 months	
Transcript Pick-Up Log		4 months	
Holds	Documents used to place (and remove) holds on the release of transcript or other academic data.	Until released	
Advanced Placement and Credit Records	Transfer credit evaluations, national or state standardized test scores and reports (e.g., CLEP, AP, CPS), credit by examination authorizations and reports, military course documentation (e.g., DANTES, USAFI) and evaluations, non-traditional transcripts and credentials, life experience records, requests for advanced credit, and similar documentation used by a district to evaluate and determine award of credit by advanced placement.	5 years after last term enrolled	
Graduation Lists	Lists of students graduating with associate degrees or earning certifications in district sponsored non-degree programs.	Permanent	Retention Note: Record kept electronically
Graduation applications and authorizations	Applications for graduation and authorizations certifying completion of degree requirements.	5 years after last term enrolled	

Degree Pick-Up Log		1 year after graduation date	
Statistical Reports	Annual statistical reports of enrollment, grades, graduates, racial/ethnic composition, student-instructor ratios, and other education-related matters submitted to the governing body, state or federal agencies, or accrediting organizations.	Permanent	Retention Note: Record kept electronically
Access to Information Records Of	Documentation of requests from and disclosures to the student, to an official of the College for what the College has determined are legitimate educational interests, to a party with written consent from the student, or to a party seeking directory information.	5 years after last term enrolled	
Access to Information Records Of	Documentation of requests from and disclosures to any party not included in (a).	Permanent	Retention Note: Record kept electronically
Access to Information Records Of	Written consents from the student for information disclosure.	Permanent	Retention Note: Record kept electronically
Individual Student Record File	Printed copy of individual student records	5 years after last term enrolled	
Emails	Communication with and regarding former, current or future JC students	5 years	
Vaccination Records	Printed copy of vaccination records	Never	Retention Note: Vaccination records are never kept by JC. The required information is entered electronically and the copy or original is returned to the student or shredded.

Financial Aid Records

<u>Record Title</u>	<u>Record Description</u>	<u>Retention Period</u>	<u>Remarks</u>
Financial Aid Application and Award Records	<p>Records of recipients.</p> <p>(1) Federal Work-Study (FWST)</p> <p>(2) Federal Supplemental Educational Opportunity Grant (FSEOG) Programs,</p> <p>(3) Pell Grant Program,</p> <p>(4) Federal Direct Subsidized Student Loan,</p> <p>(5) Tuition Equalization Grant (TEG),</p> <p>(6) Texas College Work-Study (TCWS),</p> <p>(7) All Jacksonville College and private scholarships.</p>	Submission of annual report for the award year + 3 & 5 years.	Retention Note: Record kept electronically
Financial Aid Applications and Award Records	Records of those who applied for but did not receive financial aid.	Submission of annual report for the award year + 3 years	Retention Note: Record kept electronically
Financial Aid Disbursement and Repayment Records	Records of all Federal Student Aid program transactions, bank statements for all accounts containing Federal Student Aid funds, records of student accounts, including each student's charges, cash payments, student aid payments, cash disbursements, refunds, returns, and overpayments required for each enrollment period, general ledger accounts that identify each Federal Student Aid transaction, Federal Work-Study payroll records and portions of the FISAP Report.	Submission of annual report for the award year + 3 years	Retention Note: Record kept electronically Records relating to student eligibility and records - refer to the Federal student Financial Aid Handbook.
Financial Aid Disbursement and Repayment Records	<p>Federal Work-Study (FWST) - Statement of accounts.</p> <p>Federal Supplemental Educational Opportunity Grant (FSEOG) Programs - Statement of accounts.</p> <p>Pell Grant Program - Statement of accounts</p> <p>Federal Direct Subsidized Student Loan</p>	Submission of annual report for the award year +3 years	Retention Note: Record kept electronically and in reports

Financial Aid Disbursement and Repayment Records	Tuition Equalization Grants (TEG) Texas College Work-Study (TCWS)	Submission of annual report for the award year + 5 years	Retention Note: Record kept electronically and in reports
Financial Aid Disbursement and Repayment Records	All Jacksonville College and private scholarships	Submission of annual report for the award year + 3 years	Retention Note: Record kept electronically

Vice President of Academic Affairs/Academic Dean

<u>Record Title</u>	<u>Record Description</u>	<u>Retention Period</u>	<u>Remarks</u>
Accreditation			
Statistical Reports	Annual statistical reports of enrollment, grades, graduates, racial/ethnic composition, student-instructor ratios, and other education-related matters submitted to the governing body, state or federal agencies, or accrediting organizations.		
Grade and Course Credit Records	Faculty gradebooks	End of academic term + 1 year	Retention Note: Record kept electronically
VA Records	Copies of all prior transcripts A DD-214 for each veteran Military transcripts for each veteran Unofficial transcripts from the current institution Degree Plan School Catalog Add/Drop information Records of disciplinary action Grade reports All VA paperwork Financial Account summary by term	Maintain records for 3 years from student's last date of attendance	
Grade Appeals	Copy of written Appeal from the student Copies of any correspondence relating to the Appeal Copies of any minutes relating to the Appeal Copy of Academic Dean's decision regarding the Appeal	Maintain records for 3 years from student's last date of enrollment	
Complaints	Complaint Log	Maintain records for 3 years from student's last date of enrollment	

Student Account Records

<u>Record Title</u>	<u>Record Description</u>	<u>Retention Period</u>	<u>Remarks</u>
Fee Assessment and Collection Records	Records evidencing the assessment and collection of tuition and fees charged to and collected from each student.	Termination of enrollment + 3 years	
Financial Aid Fund Accounting Records	Ledgers; journals; journal vouchers; banking records,	Termination of enrollment + 3 years	
Financial Aid Fund Accounting Records	Federal Work-Study (FWS)	Submission of annual report for the award year + 3 years.	
Financial Aid Fund Accounting Records	Pell Grants	End of award year + 3 years	

Accounts Payable Records

<u>Record Title</u>	<u>Record Description</u>	<u>Retention Period</u>	<u>Remarks</u>
A/P	Invoices and check stubs	Seven years	Retention Note: Record kept electronically and physical copy
Vendor Contracts	Contracts with all JC vendors	Indefinite until nonrenewed	Retention Note: Physical copy kept
Properties	All deeds and other documentations pertaining to each JC owned property	Indefinite	Retention Note: Physical copy kept
Endowments	Beginning amounts plus any other documents that pertain to each endowment; separated from restricted to unrestricted	Indefinite	Retention Note: Physical copy kept
Donor Deposits	Donation deposits from churches and individuals: check copies	Seven years	Retention Note: Electronic and physical copy kept
Bank Statements	All statements from institutions JC has monies in	Seven years	Retention Note: Electronic and physical copy kept
Articles of Incorporation	All state approved amendments	Indefinite	Retention Note: Physical copy kept

Dean of Students

<u>Record Title</u>	<u>Record Description</u>	<u>Retention Period</u>	<u>Remarks</u>
Disciplinary Records	Documentation relating to violations and alleged violations of campus rules, codes of conduct, or the institution policies by students, including records relating to suspension, expulsion, or other disciplinary action.	3 years	
Disciplinary Records	Records relating to violations that result in expulsion.	3 years	
Disciplinary Records	Records relating to all other disciplinary action and those concerning investigations that do not result in disciplinary action.	As long as administratively valuable from the end of the academic term to which the records relate.	

Athletics

<u>Record Title</u>	<u>Record Description</u>	<u>Retention Period</u>	<u>Remarks</u>
National Letter-of-Intent	Signed document presented to the NJCAA of verifying a student athlete's intent to participate in athletics at Jacksonville College.	5 Years	
Athlete Transfer Tracer and Tracker Report	Signed document from student athlete releasing that athlete from her/his obligation from participation in athletics and from a student athletes previous institution verifying the student athlete is not under obligation to participate at that institution.	5 Years	
NJCAA Certification Sheet	Signed document presented to the NJCAA as verification all student athletes participating in sports at Jacksonville College are eligible per NJCAA requirements to do so.	5 Years	

Athletic Training

<u>Record Title</u>	<u>Record Description</u>	<u>Retention Period</u>	<u>Remarks</u>
Pre-Participation Exam	Physical exams for the start of every school year	7 years after the student-athlete has left the school	
Medical Questionnaire	Medical history form	7 years after the student-athlete has left the school	
Primary Insurance Information	Whether the student-athlete has primary insurance and explanations of the school's policy on billing	7 years after the student-athlete has left the school	
Student-Athlete Information Form and Emergency Contact	Basic student-athlete information and emergency contact list	7 years after the student-athlete has left the school	
Catastrophic Injury Assumption of Risk	Catastrophic injury assumption of risk, release of claims and indemnity agreement and certification of health insurance coverage	7 years after the student-athlete has left the school	
Consent to Treat	Consent form that allows the athletic trainer and team physicians to treat student-athletes	7 years after the student-athlete has left the school	
Injury Evaluations, Doctor Notes, and Claim Forms	These we also keep in with student-athletes files if there was an injury during their time at the school.	7 years after the student-athlete has left the school	

Campus Security Records

<u>Record Title</u>	<u>Record Description</u>	<u>Retention Period</u>	<u>Remarks</u>
Annual Security Report		Permanent	
Crime Statistics	Statistics on criminal homicide; sex offenses; robbery; aggravated assault; burglary; motor vehicle theft; arson; and arrests for liquor law violations, drug law violations and illegal weapons possession.	3 years	
Crime Log	A written, easily understood crime log that records the nature, date, time, general location, and disposition of the complaint (if known) of crimes investigated by campus police.	7 years	
Emergency Response and Evacuation Procedures	Policies developed to provide warning to students and employees of crimes representing a threat to safety.	U.S +5 years	
Annual Fire Safety Report		Permanent	
Fire Statistics	Statistics on the number of fires, the number of persons who received fire-related injuries, the number of deaths related to fire, and the property damage caused by fire for each on-campus student housing facility.	3 years	
Fire Log	A written, easily understood fire log that records the nature, date, time and general location of fires occurring in on-campus student housing facilities.	7 years	
Parking Decal and Permit Records	Applications for parking decals, permits, or parking lot security entry cards submitted by faculty, staff, and students, and related records of issuance.		

Parking Decal and Permit Records	If parking is free and applications are used to determine eligibility and allocation of space and for control purposes only.	As long as administratively valuable after termination of employment or enrollment or expiration of instrument.	
Parking Decal and Permit Records	If a fee is levied for parking	Retention period above + 3 years	

Human Resources

<u>Record Title</u>	<u>Record Description</u>	<u>Retention Period</u>	<u>Remarks</u>
Employment File	All information regarding Employment documents	3 years after taxes for their final year have been paid	
Accident Report	Report of any accidents or injuries which happens on the Jacksonville College campus	3 years	
Payroll Records		At least 4 years after taxes for that year have been pad	
W2 Records		5 years after the close of the Calendar Year	