

Pennsylvania College of Technology

Policy Statement

Title: Record Maintenance & Retention **Number:** P7.23

Approved by: Presidential Action

Approved Date: 6/20/2011

Implementation Date: 6/2011

Last Review Date: 9/2017

Last Revision Date: 9/2017

Persons/Departments Affected:

Employees, students, applicants

Responsible Department:

President's Office

Policy:

- I. The following offices are designated as repositories for official College records:
 - Financial Operations ----- all financial records, contracts, deeds etc
 - Registrar ----- all student educational records
 - Human Resources ----- all employee records
 - Health Services ----- student and employee health records
 - President's Office ----- all records associated with the Board
 - Penn College Police----- records of criminal activity
 - Student Affairs Office ----- student discipline files
 - Institutional Advancement --- alumni and donor records
 - Library ----- College archival records
 - Financial Aid----- student aid files
 - Grants and Contracts----- all final grant project files
 - Academic Affairs----- academic appeals, investigation files etc.

- II. Consistent with legislation, best professional practices, and other College policy, each of the above departments is charged with developing a written records maintenance and retention schedule. Such schedules should meet, but not exceed, statutory or best professional practice guidelines where such specific guidelines exist.

- III. All other departmental records are considered transitional or temporary.
 - Transitional records are documents that may be received or originate in one office and permanently reside in another, such as student applications.
 - Temporary records include routine correspondence, drafts, copies forwarded for permanent storage to offices such as those above etc.

- IV. While long-term retention of some departmental records is necessary, departments shall take a conservative approach to storing departmental records. Administrators in all offices must develop schedules for storing office files and purging documents on a regular basis. Guidelines are provided in associated procedure, [PR 7.23](#). The objective of a maintenance schedule is to limit retention of paper and electronic office files to the minimum necessary time.

- V. Each employee is also responsible for limiting the amount of work stored in paper or electronic form. Duplicative office records in paper form should not be kept for any historic files maintained in College information technology resources (AS400, Colleague, EIS etc).

Revision History:

Date: 9/2017 Changed “academic” to “educational” in #I.

Date: 6/2011 New policy

Cross References:

Record Maintenance & Retention Procedure, [PR7.23](#)