

292- WI TECHNICAL COLLEGE SYSTEM

Dept #: /292.04/100/ Department Name: CHILD CARE CENTER

RDA #	RDA Title	Retention	Disposition	PII
<u>CHILD100.</u>	<u>CHILD CARE CENTER MEDICAL LOG</u>	<u>EVT+7</u>	<u>DEST</u>	<u>N</u>
	CHILD CARE CENTER MEDICAL LOG WHICH CONTAINS ANY INCIDENTS WHILE CHILDREN ARE ON CAMPUS. RETENTION: EVENT(AFTER CHILD DISCHARGE) + 7 YEARS AND DESTROY CONFIDENTIAL			
<u>CHILD101.</u>	<u>FINANCIAL MATERIALS</u>	<u>EVT+7</u>	<u>DEST</u>	<u>N</u>
	INCLUDES CHILD CARE CENTER FINANCIAL ASSISTANCE MATERIALS INCLUDING WISCONSIN WORKS (W-2), WISCONSIN SHARES-CHILD CARE SUBSIDY PROGRAM PARTICIPANTS, WORKFORCE INVESTMENT ACT (WIA) PARTICIPANTS, TRADE ADJUSTMENT ASSISTANCE (TAA) AND ANY OTHER STATE COVERED CHILD CARE PAYMENTS. NOTE REGARDING RETENTION: FOX VALLEY TECHNICAL COLLEGE'S CHILD CARE CENTER IS LICENSED FOR CHILDREN AGES INFANT-6 YEARS OLD. AGE RANGE INCREASES TO 11 YEARS DURING SUMMER SCHOOL AGE PROGRAM. ACCESS PROTECTED: WIS. STAT. SS 48.78 RETENTION: EVENT(AFTER CHILD DISCHARGE) + 7 YEARS AND DESTROY CONFIDENTIAL			
<u>CHILD102.</u>	<u>MILK REIMBURSEMENT</u>	<u>EVT+7</u>	<u>DEST</u>	<u>N</u>
	INCLUDES MILK REIMBURSEMENT APPLICATION, AGREEMENT, POLICY STATEMENT THROUGH THE WISCONSIN SCHOOL DAY MILK PROGRAM. NOTE REGARDING RETENTION: FOX VALLEY TECHNICAL COLLEGE'S CHILD CARE CENTER IS LICENSED FOR CHILDREN AGES 2-6 YEARS OLD. AGE RANGE INCREASES TO 11 YEARS DURING SUMMER SCHOOL AGE PROGRAM. ACCESS PROTECTED: WIS. STAT. SS 115.343 RETENTION: EVENT(AFTER CHILD DISCHARGE) + 7 YEARS AND DESTROY CONFIDENTIAL			
<u>CHILD103.</u>	<u>CHILDRENS' RECORDS</u>	<u>EVT+7</u>	<u>DEST</u>	<u>N</u>
	INCLUDES INFORMATION ABOUT CHILDREN IN THE CHILD CARE CENTER REQUIRED BY STATE OF WISCONSIN DEPARTMENT OF CHILDREN AND FAMILIES INCLUDING: REGISTRATIONS, ENROLLMENT INFORMATION, IMMUNIZATIONS, CHILD HEALTH REPORTS, EMERGENCY CONTACT INFORMATION, AND SAFETY CHECKLISTS FOR LICENSING REQUIREMENTS. ACCESS PROTECTED: HIPAA, WIS. STAT. SS 146.82 RETENTION: EVENT(AFTER CHILD DISCHARGE) + 7 YEARS AND DESTROY CONFIDENTIAL			

Dept #: /292.04/110/ Department Name: COLLEGE EFFECTIVENESS

RDA #	RDA Title	Retention	Disposition	PII
<u>CGEFF100.</u>	<u>STRATEGIC IMPROVEMENT PROCESS (SIP)</u>	<u>EVT+4</u>	<u>DEST</u>	<u>N</u>
	PROGRAM EVALUATION DOCUMENTATION TO INCLUDE PROGRAM SCORECARDS, ACTION PLANS, PROGRAM VITATLITY/EVALUATION RESULTS. RETENTION: EVENT(PROCESS COMPLETED) +4 YEARS AND DESTROY			
<u>CGEFF101.</u>	<u>COLLEGE ACCREDITATION</u>	<u>EVT+8</u>	<u>DEST</u>	<u>N</u>
	FOX VALLEY TECHNICAL COLLEGE (FVTC) HAS FOLLOWED THE ACADEMIC QUALITY IMPROVEMENT PROGRAM (AQIP) PATHWAY OF ACCREDITATION WITH THE HIGHER LEARNING COMMISSION SINCE 2001. THE PROCESS INVOLVES AND EIGHT-YEAR CYCLE OF REQUIRED ACTIVITIES ADN ARTIFACTS INCLUDING THE AQIPS SYSTEMS PORTFOLIO EVERY FOUR YEARS WITH A SYSTEMS APPRAISAL FEEDBACK REPORT FROM PEER REVIEWERES, ACTION PROJECTS WITH ANNUAL REPORTS, STRATEGIC FORUMS, AND A COMPREHENSIVE QUALITY REVIEW SITE VISIT. THE CQR SITE VISIT INCLUDES DOCUMENTATION OF FEDERAL COMPLIANCE. OTHER REGULAR ACCREDITATION REPORTING INCLUDES THE ANNUAL INSTITUTIONAL DATA UPDATE, CAMPUS LOCATION CHANGES AND UPDATES AND OTHER CORRESPONDENCE TO REQUEST OR VERIFY ACCREDITATION STATUS AND COMPLIANCE. RETENTION: EVENT(ACCREDITATION) + 8 YEARS AND DESTROY			

Dept #: /292.04/110/ Department Name: COLLEGE EFFECTIVENESS

<u>RDA #</u>	<u>RDA Title</u>	<u>Retention</u>	<u>Disposition</u>	<u>PII</u>
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<u>CGEFF102.</u>	<u>COLLEGE STRATEGIC PLANNING</u>	<u>CR+10</u>	<u>DEST</u>	<u>N</u>
FOX VALLEY TECHNICAL COLLEGE'S (FVTC) STRATEGIC PLAN INFORMATION, INCLUDING MISSION, VISION, VALUES, STRATEGIC DIRECTIONS, AND MEASURES, SUCH AS STRATEGIC PLAN BROCHURES, ANNUAL SCORECARDS AND RESULTS, SWAT ANALYSIS, AND ENVIRONMENTAL SCAN SUMMARY.				
RETENTION: CR+10 YEARS AND DESTROY				

Dept #: /292.04/115/ Department Name: FOUNDATION

<u>RDA #</u>	<u>RDA Title</u>	<u>Retention</u>	<u>Disposition</u>	<u>PII</u>
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<u>FOUND100.</u>	<u>GIFT DOCUMENTATION</u>	<u>EVT+7</u>	<u>DEST</u>	<u>N</u>
INCLUDES MATERIALS RELATED TO ALL DONOR GIVING, GIFT AGREEMENTS, AND CORRESPONDENCE. THIS INCLUDES STAFF GIVING PLEDGE FORMS.				

<u>FOUND101.</u>	<u>FUND AND SCHOLARSHIP ESTABLISHMENT FORMS</u>	<u>EVT+7</u>	<u>DEST</u>	<u>N</u>
RECORDS INCLUDE COMPLETED ESTABLISHMENT FORMS STATING THE PURPOSE OF THE FUND, ANY RESTRICTIONS AND THOSE AUTHORIZED TO ACCESS THE FUND. IF A SCHOLARSHIP FUND, AWARDED CRITERIA IS INCLUDED.				
RETENTION: EVENT(AFTER INACTIVATION) + 7 YEARS AND DESTROY				

<u>FOUND102.</u>	<u>FUND RAISING EVENTS</u>	<u>CR+7</u>	<u>DEST</u>	<u>N</u>
INCLUDES INFORMATION RELATED TO FOX VALLEY TECHNICAL COLLEGE FOUNDATION FUND RAISERS. THIS INCLUDES FINANCIAL BUDGETS & RESULTS, CONTRACTS & SPONSORSHIP INFORMATION.				
RETENTION: CREATION + 7 YEARS AND DESTROY				

Dept #: /292.04/117/ Department Name: GENERAL EDUCATION

<u>RDA #</u>	<u>RDA Title</u>	<u>Retention</u>	<u>Disposition</u>	<u>PII</u>
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<u>GENED100.</u>	<u>GENERAL EDUCATION AND BASIC SKILLS STATISTICS</u>	<u>EVT+1</u>	<u>DEST</u>	<u>N</u>
INCLUDES GENERAL EDUCATION AND BASIC SKILLS STATISTICS YEARLY REPORT CONSISTING OF LAB ATTENDANCE, STUDENT DEMOGRAPHIC, STUDENT TERMINATIONS BY GRANT, DISLOCATED WORKER DATA.				
ACCESS PROTECTED: FERPA 34 CFR 99				
RETENTION: EVENT(UNTIL SUPERSEDED) + 1 YEAR AND DESTROY				

<u>GENED101.</u>	<u>GENERAL EDUCATION DEGREE (GED) FORMS</u>	<u>CR+2</u>	<u>DEST</u>	<u>Y</u>
SPECIAL ACCOMODATION FORMS, DEPARTMENT PUBLIC INSTRUCTION FORMS, TRANSCRIPT REQUEST FORMS, ATTENDANCE LOGS, PRE-2002 COMPLETERS/INCOMPLETES OFFICE FORMS/REPORTS, CAREER PLANNING WORKSHOP INTAKE FORMS, AND ORIENTATION FORMS. ALL FORMS ARE COMPLETED.				
ACCESS PROTECTED: FERPA 34 CFR 99				
RETENTION: CREATION + 2 YEARS AND DESTROY CONFIDENTIAL				

<u>GENED102.</u>	<u>STUDENT RECORDS</u>	<u>CR+10</u>	<u>DEST</u>	<u>Y</u>
HIGH SCHOOL CREDIT CONTRACTS, ALTERNATIVE HIGH SCHOOL CONTRACTS WITH AGENCIES FOR CLIENTS, INCLUDING CAP SERVICES, INC. MEMORANDUMS OF UNDERSTANDING (MOUS) FOR ADULT BASIC EDUCATION PROGRAMMING.				
RETENTION: CREATION + 10 YEARS AND DESTROY CONFIDENTIAL				

Dept #: /292.04/117/ Department Name: GENERAL EDUCATION

<u>RDA #</u>	<u>RDA Title</u>	<u>Retention</u>	<u>Disposition</u>	<u>PII</u>
	ACCESS PROTECTED: FERPA 34 CFR 99			
<u>GENED103.</u>	<u>LABORATORY SAFETY CONTRACTS</u>	<u>EVT+1</u>	<u>DEST</u>	<u>N</u>
	LIST OF SAFETY EXPECTATIONS IN SCIENCE LABORATORIES. STUDENTS SIGN AND DATE CONTRACT FOR EACH SCIENCE LAB THEY ENROLL IN.			
	AGREEMENT MAY BE TRANSFERRED TO CASE FILE IF THERE IS AN INCIDENT.			
	ACCESS PROTECTED: FERPA 34 CFR 99			
	RETENTION: EVENT(COURSE COMPLETION) + 1 YEAR AND DESTROY CONFIDENTIAL			

Dept #: /292.04/120/ Department Name: GLOBAL EDUCATION & SERVICES

<u>RDA #</u>	<u>RDA Title</u>	<u>Retention</u>	<u>Disposition</u>	<u>PII</u>
	ACCESS PROTECTED: FERPA 34 CFR 99			
<u>GLBED100.</u>	<u>STUDENT STUDY ABROAD APPLICATION</u>	<u>CR+5</u>	<u>DEST</u>	<u>Y</u>
	APPLICATION FOR DOMESTIC STUDENTS TO STUDY ABROAD, INCLUDES STUDENTS' BACKGROUND INFORMATION, INSTRUCTOR RECOMMENDATION, AND EXPECTATIONS.			
	ACCESS PROTECTED: FERPA 34 CFR 99			
	RETENTION: CR + 5 YEARS AND DESTROY CONFIDENTIAL			
<u>GLBED101.</u>	<u>STUDENT HEALTH INSURANCE</u>	<u>EVT+1</u>	<u>DEST</u>	<u>Y</u>
	PROOF OF HEALTH INSURANCE FOR INTERNATIONAL STUDENTS			
	ACCESS PROTECTED: FERPA 34 CFR 99			
	RETENTION: EVENT(LAST DATE OF ATTENDANCE) + 1 YEAR AND DESTROY CONFIDENTIAL			
<u>GLBED102.</u>	<u>CONTRACTS WITH EDUCATIONAL REPRESENTATIVES</u>	<u>EVT+7</u>	<u>DEST</u>	<u>N</u>
	PARTNERSHIP AGREEMENT BETWEEN FOX VALLEY TECHNICAL COLLEGE AND INTERNATIONAL ORGANIZATIONS ASSISTING IN RECRUITING INTERNATIONAL STUDENTS TO STUDY AT FVTC.			
	RETENTION: EVENT(AFTER EXPIRATION DATE) + 7 YEARS AND DESTROY			
<u>GLBED103.</u>	<u>HOUSING CONTRACTS</u>	<u>EVT+7</u>	<u>DEST</u>	<u>Y</u>
	APARTMENT RENTAL AGREEMENTS BETWEEN FOX VALLEY TECHNICAL COLLEGE AND HOUSING COMPLEX OR EXTENDED STAY HOTELS FOR INTERNATIONAL STUDENTS.			
	ACCESS PROTECTED: FERPA 34 CFR 99			
	RETENTION: EVENT(AFTER CONTRACT EXPIRES) + 7 YEARS AND DESTROY CONFIDENTIAL			
<u>GLBED104.</u>	<u>HOST FAMILY APPLICATIONS</u>	<u>EVT+2</u>	<u>DEST</u>	<u>Y</u>
	APPLICATION WITH BACKGROUND INFORMATION ON FAMILIES HOSTING INTERNATIONAL STUDENTS.			
	ACCESS PROTECTED: FERPA 34 CFR 99			
	RETENTION: EVENT(AFTER LAST DATE OF ATTENDANCE) + 2 YEARS AND DESTROY CONFIDENTIAL			
<u>GLBED105.</u>	<u>INTERNATIONAL STUDENT DOCUMENTS FOR APPLICANTS WHO DO NOT EI</u>	<u>EVT+1</u>	<u>DEST</u>	<u>Y</u>
	INTERNATIONAL STUDENT COLLEGE APPLICATION DOCUMENTS PROVIDING SUPPORTING INFORMATION ON THE STUDENTS F-1 VISA STATUS. A F-1 VISA IS A TYPE OF NON-IMMIGRANT STUDENT VISA THAT ALLOWS FOREIGNERS TO PURSUE EDUCATION (ACADEMIC STUDIES AND/OR LANGUAGE TRAININIG PROGRAMS) IN THE UNITED STATES.			
	ACCESS PROTECTED: FERPA 34 CFR 99			
	RETENTION: EVENT(AFTER APPLICATION APPROVED/DENIED) + 1 YEAR AND DESTROY CONFIDENTIAL			

Dept #: /292.04/120/ Department Name: GLOBAL EDUCATION & SERVICES

<u>RDA #</u>	<u>RDA Title</u>	<u>Retention</u>	<u>Disposition</u>	<u>PII</u>
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<u>GLBED106.</u>	<u>INTERNATIONAL STUDENT DOCUMENTS FOR APPLICANTS WHO ENROLL</u>	<u>EVT+1</u>	<u>DEST</u>	<u>Y</u>
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INTERNATIONAL STUDENT COLLEGE APPLICATION DOCUMENTS PROVIDING SUPPORTING INFORMATION ON THE STUDENT'S F-1 VISA STATUS. A F-1 VISA IS A TYPE OF NON-IMMIGRANT STUDENT VISA THAT ALLOWS FOREIGNERS TO PURSUE EDUCATION (ACADEMIC STUDIES AND/OR LANGUAGE TRAINING PROGRAMS) IN THE UNITED STATES.

ACCESS PROTECTED: FERPA 34 CFR 99

RETENTION: EVENT(AFTER GRADUATION) + 1 YEAR AND DESTROY CONFIDENTIAL

Dept #: /292.04/130/ Department Name: HEALTH SERVICES

<u>RDA #</u>	<u>RDA Title</u>	<u>Retention</u>	<u>Disposition</u>	<u>PII</u>
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<u>HRSVS100.</u>	<u>HEALTH RECORD - STUDENT</u>	<u>EVT+5</u>	<u>DEST</u>	<u>Y</u>
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INCLUDES STUDENT ENTRANCE HEALTH VERIFICATION FORMS FOR STUDENTS WHO PARTICIPATE IN OFF-SITE CLINICAL ACTIVITIES. THIS IS FOR STUDENTS IN THE HEALTH OCCUPATION PROGRAM(S) THAT ARE REQUIRED TO PARTICIPATE IN A HOSPITAL OR CLINIC ENVIRONMENT.

ACCESS PROTECTED: FERPA, HIPAA, WIS. STAT S 146.82.

RETENTION: EVENT(AFTER FINAL SEMESTER) + 5 YEARS AND DESTROY CONFIDENTIAL

<u>HRSVS101.</u>	<u>HEALTH RECORD - STAFF</u>	<u>EVT+10</u>	<u>DEST</u>	<u>Y</u>
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INCLUDES INDIVIDUAL RECORDS FOR HEALTH WORK REQUIRED BY CLINICAL AGENCIES. INCLUDES MATERIALS RELATED TO SCHOOL EMPLOYEE EXAMINATIONS - STAFF INITIAL EMPLOYMENT PHYSICAL AND TUBERCULIN (TB) SKIN TEST RESULTS AND IMMUNIZATION RECORD. THIS RECORD IS NOT MAINTAINED WITH THE PERSONNEL FILE.

ACCESS PROTECTED: FERPA, HIPAA, WIS. STAT. S. 146.82

RETENTION: EVENT(AFTER RETIREMENT) + 10 YEARS AND DESTROY CONFIDENTIAL

<u>HRSVS102.</u>	<u>WISCONSIN DEPARTMENT OF HEALTH AND FAMILY SERVICES FOR CERTIF</u>	<u>EVT+3</u>	<u>DEST</u>	<u>Y</u>
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INCLUDES CERTIFIED NURSING ASSISTANT INFORMATION SUBMITTED FOR APPROVAL, CLINICAL SITE INFORMATION, ANNUAL REPORTS, AND NURSING ASSISTANT STATE NUMBERS.

ACCESS PROTECTED: FERPA 34 CFR 99

RETENTION: EVENT(PROGRAM COMPLETION) + 3 YEARS AND DESTROY CONFIDENTIAL

<u>HRSVS103.</u>	<u>STUDENT EVALUATIONS AND FILE FOLDER INFORMATION</u>	<u>CR+7</u>	<u>DEST</u>	<u>Y</u>
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INCLUDES CLINICAL EVALUATIONS AND CLINICAL DOCUMENTATION FOR ALL STUDENTS INCLUDING STUDENTS THAT SUCCESSFULLY COMPLETED THE PROGRAM AND THOSE THAT DID NOT.

ACCESS PROTECTED: FERPA 34 CFR 99

RETENTION: CR+7 YEARS AND DESTROY CONFIDENTIAL

<u>HRSVS104.</u>	<u>DENTAL CLINIC PATIENT RECORDS</u>	<u>EVT+10</u>	<u>DEST</u>	<u>Y</u>
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PATIENT DENTAL RECORDS INCLUDING: DOCUMENTS RELATED TO THE HISTORY OF PRESENT ILLNESS, CLINICAL EXAMINATION, DIAGNOSIS, TREATMENT DONE, PATIENT CORRESPONDENCE, AND THE PROGNOSIS.

ACCESS PROTECTED: HIPAA, WIS. STAT. S. 146.82, WIS. STAT. S. 51.30

RETENTION: EVENT(LAST DATE OF TREATMENT) + 10 YEARS AND DESTROY CONFIDENTIAL

Dept #: /292.04/135/ Department Name: HUMAN RESOURCES

RDA #	RDA Title	Retention	Disposition	PII
<u>HUMRS100.</u>	<u>COBRA (CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT)</u>	<u>CR+6</u>	<u>DEST</u>	<u>N</u>
	PROVIDES WRITTEN NOTICE TO EMPLOYEES AND THEIR DEPENDENTS OF THEIR OPTION TO CONTINUE GROUP HEALTH PLAN COVERAGE FOLLOWING CERTAIN QUALIFYING EVENTS (THAT WOULD CAUSE DEPENDENTS TO LOSE COVERAGE UNDER THE EMPLOYER'S PLAN).			
	RETENTION: CREATION + 6 YEARS AND DESTROY			
<u>HUMRS101.</u>	<u>STUDENT ACCIDENT SICKNESS HEALTH INSURANCE</u>	<u>EVT+7</u>	<u>DEST</u>	<u>Y</u>
	INCLUDES A LISTING OF STUDENT HEALTH INSURANCE ENROLLMENT AND RENEWAL INFORMATION WHICH INCLUDES COVERAGE SPECIFICATIONS AND POLICY START AND END DATES. NOTE STUDENT ACCIDENT SICKNESS INSURANCE PROVIDER MANAGES CLAIMS, PAYMENT, AND ALL OTHER INSURANCE RELATED INFORMATION.			
	ACCESS PROTECTED: FERPA 34 CFR 99, HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT			
	RETENTION: EVENT(NON-ENROLLMENT) + 7 YEARS AND DESTROY CONFIDENTIAL			
<u>HUMRS102.</u>	<u>SUMMARY PLAN DESCRIPTIONS</u>	<u>CR+6</u>	<u>DEST</u>	<u>N</u>
	SUMMARY PLAN DESCRIPTIONS GOVERNING DOCUMENT FOR BENEFIT PLANS			
	RETENTION: CREATION + 6 YEARS AND DESTROY			

Dept #: /292.04/150/ Department Name: INSTRUCTION

RDA #	RDA Title	Retention	Disposition	PII
<u>INSTR100.</u>	<u>NEW PROGRAM & CERTIFICATE DEVELOPMENT; DISCONTINUED PROGRAM</u>	<u>EVT+7</u>	<u>DEST</u>	<u>N</u>
	INCLUDES NEW PROGRAM AND CERTIFICATE DEVELOPMENT PAPERWORK. PROGRAM STATE APPROVALS ARE ALSO INCLUDED. INCLUDES PROGRAM MATERIALS RELATED TO SUSPENDED AND DISCONTINUED PROGRAMS, TECHNICAL SKILLS ATTAINMENT (TSA).			
	RETENTION: EVENT(AFTER FOX VALLEY TECHNICAL COLLEGE DISSOLVED) + 7 YEARS AND DESTROY			
<u>INSTR101.</u>	<u>COURSE CURRICULUM</u>	<u>EVT+7</u>	<u>DEST</u>	<u>N</u>
	COURSE CURRICULUM CONTAINING COMPETENCIES, LEARNING OBJECTIVES, PERFORMANCE STANDARDS, LEARNING PLANS, AND PERFORMANCE ASSESSMENT TASKS			
	RETENTION: EVENT(COURSE HAS BEEN EXPIRED) + 7 YEARS AND DESTROY.			
	UNDER EVENT -- EXPIRED MEANS COURSE IS NO LONGER OFFERED			
<u>INSTR102.</u>	<u>INSTRUCTOR CLASS INFORMATION</u>	<u>EVT+0/6</u>	<u>DEST</u>	<u>Y</u>
	SHOWING CLASS TITLE, INSTRUCTOR, COURSE NUMBER, BEGIN/END DATES, TOTAL HOURS NUMBER OF SESSIONS, STUDENT NAMES, SUMMARY OF HOURS PRESENT/ABSENT, AND CLASS ROSTER. THIS RECORD SERIES CONTAINS INSTRUCTOR RECORDS; STUDENT RECORDS ARE STORED IN STUDENT INFORMATION SYSTEM. ONLINE COURSE INFORMATION TO INCLUDE COURSE CONTENT, INSTRUCTOR INFORMATION, COURSE SYLLABI, ROSTERS, AND GRADES.			
	RETENTION: EVENT(CLOSE OF SEMESTER OR GRADES ARE SUBMITTED) + 6 MONTHS AND DESTROY CONFIDENTIAL			
<u>INSTR103.</u>	<u>CORRESPONDENCE BETWEEN FACULTY AND STUDENTS</u>	<u>EVT+3</u>	<u>DEST</u>	<u>Y</u>
	CORRESPONDENCE TO AND FROM FACULTY REGARDING STUDENT ISSUES AND ALSO INCLUDES CORRESPONDENCE BETWEEN FACULTY AND STUDENTS IN ANY FORM RELATING TO COURSEWORK, AS RETAINED BY ACADEMIC DEPARTMENTS TO SERVE AS SOURCE DOCUMENTS FOR SUBMITTED OFFICIAL GRADES.			
	RETENTION: EVENT(COURSE END DATE) + 3 YEARS AND DESTROY CONFIDENTIAL			
	ACCESS PROTECTED: FERPA 34 CFR 99			
<u>INSTR104.</u>	<u>EVALUATION</u>	<u>EVT+3</u>	<u>DEST</u>	<u>N</u>

Dept #: /292.04/150/ Department Name: INSTRUCTION

<u>RDA #</u>	<u>RDA Title</u>	<u>Retention</u>	<u>Disposition</u>	<u>PII</u>
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STUDENT EVALUATION OF COURSE INSTRUCTION FOR PURPOSE OF CONTINUOUS IMPROVEMENT.

RETENTION: EVENT (COURSE END DATE) AND DESTROY

<u>INSTR105.</u>	<u>ACADEMIC APPEALS</u>	<u>EVT+3</u>	<u>DEST</u>	<u>Y</u>
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STUDENT GENERATED APPEALS OF COURSE GRADES OR OUTCOMES.

RETENTION: EVENT(ACADEMIC APPEAL DATE) + 3 YEARS AND DESTROY CONFIDENTIAL.

<u>INSTR106.</u>	<u>ARTICULATION AGREEMENTS</u>	<u>EVT+3</u>	<u>DEST</u>	<u>N</u>
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INCLUDES ARTICULATION AGREEMENTS WITH HIGH SCHOOLS. AN ARTICULATION AGREEMENT IS A LEGAL DOCUMENT PRODUCED WHEN TWO OR MORE ACADEMIC INSTITUTIONS FOLLOW A PROCESS LEADING TO A PARTNERSHIP TO PROVIDE A FORMALIZED PATHWAY FOR STUDENT TRANSFER.

RETENTION: EVENT(AGREEMENT END DATE) + 3 YEARS AND DESTROY.

Dept #: /292.04/200/ Department Name: MARKETING

<u>RDA #</u>	<u>RDA Title</u>	<u>Retention</u>	<u>Disposition</u>	<u>PII</u>
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<u>MARKT100.</u>	<u>CLIPPINGS AND PRESS RELEASES</u>	<u>CR+10</u>	<u>DEST</u>	<u>N</u>
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INCLUDES NEWSPAPER CLIPPINGS AND PRESS RELEASES RELATED TO FOX VALLEY TECHNICAL COLLEGE PEOPLE, STUDENTS, PROGRAMS

RETENTION: CR+10 YEARS AND DESTROY

<u>MARKT101.</u>	<u>PHOTO RELEASES</u>	<u>CR+7</u>	<u>DEST</u>	<u>N</u>
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PHOTO/VIDEO RELEASE FORMS TO INCLUDE IMAGES USED ON TRUCK TRAILERS AND WINDOW DECALS

ACCESS PROTECTED: FERPA 34 CFR PART 99

RETENTION: CR + 7 YEARS AND DESTROY CONFIDENTIAL

<u>MARKT102.</u>	<u>COLLEGE FOOTAGE</u>	<u>CR+7</u>	<u>DEST</u>	<u>N</u>
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VIDEO FOOTAGE CAPTURED FOR PROMOTIONAL AND HISTORICAL PURPOSES

ACCESS PROTECTED: FERPA 34 CFR PART 99

RETENTION: CR + 7 YEARS AND DESTROY CONFIDENTIAL

Dept #: /292.04/210/ Department Name: NCJTC

<u>RDA #</u>	<u>RDA Title</u>	<u>Retention</u>	<u>Disposition</u>	<u>PII</u>
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<u>NCJTC100.</u>	<u>CURRICULUM DEVELOPMENT</u>	<u>EVT+3</u>	<u>DEST</u>	<u>N</u>
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NATIONAL CRIMINAL JUSTICE TRAINING CENTER (NCJTC) GRANT PROGRAM LESSON PLANS.

RETENTION: EVENT(UNTIL SUPERSEDED) + 3 YEARS AND DESTROY

<u>NCJTC101.</u>	<u>COURSE/CLASS/EVENT MATERIALS</u>	<u>EVT+3</u>	<u>DEST</u>	<u>N</u>
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NATIONAL CRIMINAL JUSTICE TRAINING CENTER (NCJTC) GRANT PROGRAM STUDENT MANUALS, SYLLABI, AGENDAS, INSTRUCTOR PRESENTATIONS, INSTRUCTOR/SPEAKER BIOS, EXHIBITOR INFO, HANDOUTS, FINAL ROSTER, PROJECT SCHEDULES AND WORK PLANS.

RETENTION: EVENT(END OF GRANT TERM) + 3 YEARS AND DESTROY

Dept #: /292.04/210/ Department Name: NCJTC

RDA # RDA Title Retention Disposition PII

<u>NCJTC102.</u>	<u>CLASS EVALUATIONS</u>	<u>EVT+3</u>	<u>DEST</u>	<u>N</u>
NATIONAL CRIMINAL JUSTICE TRAINING CENTER (NCJTC) GRANT PROGRAM FINAL (AGGREGATED) STUDENT EVALUATION DATA PER CLASS.				
RETENTION: EVENT(END OF GRANT TERM) + 3 YEARS AND DESTROY				
<u>NCJTC103.</u>	<u>STATEMENTS OF WORK</u>	<u>EVT+3</u>	<u>DEST</u>	<u>N</u>
NATIONAL CRIMINAL JUSTICE TRAINING CENTER (NCJTC) GRANT PROGRAM FINAL COUNTERSIGNED VERSION OF STATEMENTS OF WORK WHEREBY FVTC IS PAID FOR WORK PERFORMED BASED UPON AN AGREEMENT BETWEEN THE PARTIES.				
RETENTION: EVENT(SIGNING DATE) + 3 YEARS AND DESTROY				
<u>NCJTC104.</u>	<u>TASK ORDER FILES</u>	<u>EVT+3</u>	<u>DEST</u>	<u>N</u>
NATIONAL CRIMINAL JUSTICE TRAINING CENTER (NCJTC) GRANT PROGRAM TASK ORDERS TO INCLUDE TRAVEL AUTHORIZATIONS, TRAVEL ORDERS, AND EVENT COST ESTIMATES.				
RETENTION: EVENT(END OF GRANT TERM) + 3 YEARS AND DESTROY				
<u>NCJTC105.</u>	<u>ASSESSMENTS/POLLS</u>	<u>EVT+3</u>	<u>DEST</u>	<u>N</u>
NATIONAL CRIMINAL JUSTICE TRAINING CENTER (NCJTC) GRANT PROGRAM TRAINING ASSESSMENT DATA.				
RETENTION: EVENT(END OF GRANT TERM) + 3 YEARS AND DESTROY				

Dept #: /292.04/220/ Department Name: PRESIDENTS OFFICE

RDA # RDA Title Retention Disposition PII

<u>PROFF100.</u>	<u>COMPLAINT LOG</u>	<u>EVT+7</u>	<u>DEST</u>	<u>Y</u>
FILE RELATED TO COMPLAINTS REGARDING ISSUES (INTERNAL AND EXTERNAL).				
RETENTION: EVENT(AFTER FOX VALLEY TECH COLLEGE IS DISSOLVED)				
ACCESS PROTECTED: FERPA 34 CFR 99				

Dept #: /292.04/225/ Department Name: PUBLIC SAFETY

RDA # RDA Title Retention Disposition PII

<u>PSFTY100.</u>	<u>EMERGENCY MEDICAL SERVICES (EMS) TRAINING CENTER</u>	<u>EVT+7</u>	<u>DEST</u>	<u>N</u>
EMERGENCY MEDICAL SERVICES (EMS) TRAINING CENTER OPERATIONAL PLAN THAT IS APPROVED BY WISCONSIN DEPARTMENT OF HEALTH SERVICES WHICH CREDENTIALS FOX VALLEY TECHNICAL COLLEGE TO PROVIDE EMS EDUCATIONAL OFFERINGS.				
RETENTION: EVENT(EMS COURSES ARE DISOLVED OR UNTIL SUPERSEDED) + 7 YEARS AND DESTROY				
<u>PSFTY101.</u>	<u>REPORT - EMERGENCY MEDICAL SERVICES (EMS)</u>	<u>CR+5</u>	<u>DEST</u>	<u>Y</u>
EMERGENCY MEDICAL SERVICES STATE REPORTING - CLASS NAME, INSTRUCTOR, DATE/TIME, STUDENT ROSTER - FORWARDED TO PROPER AGENCY. INCLUDE ESSENTIAL COURSE INFORMATION FOR ENTERING CANDIDATES TRAINING INTO WISCONSIN DEPARTMENT OF HEALTH SERVICES EMS LICENSING.				
RETENTION: CREATION + 5 YEARS AND DESTROY CONFIDENTIAL				
ACCESS PROTECTED: DHS 110.23(1) AND FERPA 34 CFR 99				

Dept #: /292.04/225/ Department Name: PUBLIC SAFETY

RDA #	RDA Title	Retention	Disposition	PII
<u>PSFTY102.</u>	<u>INSTRUCTOR CERTIFICATION RECORDS</u>	<u>CR+5</u>	<u>DEST</u>	<u>Y</u>
	SUPPORTING DOCUMENTATION FOR ALL INSTRUCTORS ISSUED AND CREDENTIALLED THROUGH THE STATE EMERGENCY MEDICAL SERVICES (EMS) OFFICE.			
	RETENTION: CREATION + 5 YEARS AND DESTROY CONFIDENTIAL			
	ACCESS PROTECTED: DHS 110.23(2)			
<u>PSFTY103.</u>	<u>STATE SUMMARY/CERTIFICATION APPLICATION</u>	<u>EVT+2</u>	<u>DEST</u>	<u>Y</u>
	USED TO TRACK STUDENTS PERFORMANCE IN FIRE SERVICE COURSES THAT PERMIT NATIONAL CERTIFICATION. INCLUDES ADDITIONAL REQUIREMENTS THAT ARE NOT TRACKED IN STUDENT SERVICE RECORDS.			
	RETENTION: EVENT(DATE OF CERTIFICATION) + 2 YEARS AND DESTROY CONFIDENTIAL			
	ACCESS PROTECTED: FERPA 34 CFR 99			
<u>PSFTY104.</u>	<u>FIRE TRUCK LADDER SAFETY LOAD TEST</u>	<u>EVT+7</u>	<u>DEST</u>	<u>N</u>
	INCLUDES LOAD SAFETY TEST RESULTS FOR LADDERS ON FIRE TRUCKS. THESE LADDERS ARE NOT MOUNTED TO THE FIRE TRUCK THEY THEY ARE PORTABLE (GROUND) LADDERS.			
	RETENTION: EVENT(DATE LADDER NO LONGER IN USE) + 7 YEARS			
<u>PSFTY105.</u>	<u>HYDROSTATIC TESTING</u>	<u>EVT+2</u>	<u>DEST</u>	<u>N</u>
	INCLUDES HYDROSTATIC TESTING FOR SELF-CONTAINED BREATHING APPARATUS (SCBA) FOR FIRE SERVICE. INCLUDES SELF-CONTAINED BREATHING APPARATUS TESTING INFORMATION INCLUDING: SERIAL NUMBERS OF UNITS, PASS/FAIL TESTING RESULTS, AND REPAIRS COMPLETED.			
	RETENTION: EVENT(DATE SCBA NO LONGER USED) + 2 YEARS AND DESTROY			
<u>PSFTY106.</u>	<u>WILDLAND FIRE CERTIFICATION</u>	<u>EVT+7</u>	<u>DEST</u>	<u>N</u>
	NATIONAL WILDLIFE COORDINATING GROUP (NWCWG) CERTIFICATES PROVIDING PREREQUISITES FROM OUTSIDE SOURCES.			
	RETENTION: EVENT(CERTIFICATION DATE) + 7 YEARS AND DESTROY			
<u>PSFTY107.</u>	<u>WILDLAND FIRE ACKNOWLEDGEMENT</u>	<u>EVT+7</u>	<u>DEST</u>	<u>N</u>
	ACKNOWLEDGEMENT OF RISK, CODE OF CONDCUT, FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) CERTIFICATES			
	RETENTION: EVENT(DATE SIGNED) + 7 YEARS AND DESTROY			
<u>PSFTY108.</u>	<u>FIRE PROTECTION</u>	<u>CR+7</u>	<u>DEST</u>	<u>Y</u>
	CANDIDATES PHYSICAL ASSESSMENT TESTING (CPAT) HIRING PROCESS; CONTRACTED SPECIALIZED TRAINING - ROSTER, EVALUATION, TIMESHEETS, COURSE CURRICULUM, BILLING INFORMATION (INCLUDE CERTIFICATION COURSE); AND STATE FIRE CERTIFICATION MATERIALS (EXAMINATIONS).			
	RETENTION: CREATION + 7 YEARS AND DESTROY CONFIDENTIAL			
	ACCESS PROTECTED: FERPA 34 CFR 99			

Dept #: /292.04/250/ Department Name: STUDENT FINANCIAL SERVICES

RDA #	RDA Title	Retention	Disposition	PII
<u>STFIN100.</u>	<u>MILITARY EDUCATION BENEFITS</u>	<u>EVT+4</u>	<u>DEST</u>	<u>Y</u>
	VARIOUS FORMS AND/OR INSTITUTIONAL APPLICATIONS USED BY THE DEPARTMENT OF VETERANS EDUCATION BENEFITS TO REQUEST AND MONITOR A SERIES OF FEDERAL AND STATE MILITARY EDUCATION BENEFITS. MAIN CATEGORY OF RECORDS INCLUDE THE FOLLOWING: FEDERAL: VETERANS AFFAIRS (VA) BENEFITS REQUEST FORM, CHANGE OF COURSE/LOAD CREDITS FORM, 22-1995 CHANGE OF PLACE OR PROGRAM (VETS), 22-5490 CHANGE OF			

RDA # RDA Title Retention Disposition PII

PLACE OR PROGRAM (DEPENDENTS) AND STATE: WISCONSIN DEPARTMENT OF VETERANS AFFAIRS (WDVA) 2029 APPLICATION FOR THE WISCONSIN G.1. BILL, REQUEST FORM TO ACTIVATE/RE-ACTIVATE WISCONSIN G.1. BILL, REQUEST FORM TO SUSPEND WISCONSIN G.1. BILL, DD214 (REPORT OF SEPARATION), COPIES OF VETERAN'S CARD, COPY OF FEES CHARGED, NOTICE OF BASIC ELIGIBILITY (NOBE), CERTIFICATE OF ELIGIBILITY, PROGRAM PLANNING SHEETS, COPY OF APPLICATION OF BENEFITS, COPY OF LETTER(S) WRITTEN ON BEHALF OF THE VETERAN, COPIES OF CONTRACTS FROM THE VETERANS, DMA FORM 189 (NATIONAL GUARD TUITION REIMBURSEMENT GRANT APPLICATION), WDVA 2200 VETERANS EDUCATION TUITION REIMBURSEMENT GRANT APPLICATION, AND RETRAINING GRANT APPLICATION.

ACCESS PROTECTED: FERPA 34 CFR 99, WIS. STAT. S 668.24, AND WIS. STAT. S. 674.19.

RETENTION: EVENT(END OF AWARD YEAR IN WHICH STUDENT LAST ATTENDED) + 4 YEARS AND DESTROY CONFIDENTIAL

STFIN101. **BUREAU OF INDIAN AFFAIRS CERTIFICATIONS** **EVT+4** **DEST** **Y**

FORMS AND OTHER DOCUMENTATION USED TO REQUEST AND MONITOR FEDERAL BUREAU OF INDIAN AFFAIRS GRANTS, TRIBAL GRANTS, AND WISCONSIN INDIAN GRANTS. THESE RECORDS CONTAIN STUDENT'S NAME, ADDRESS SOCIAL SECURITY NUMBERS, TRIBE, AND THE YEAR IN COLLEGE, MARITAL STATUS, THE NUMBER OF DEPENDENTS, STUDENT BUDGET, ASSESSED NEED, AWARD, WISCONSIN STATE NATIVE AMERICAN GRANT RECOMMENDATION, THE THE TRIBAL BUREAU OF NATIVE AMERICAN AFFAIRS GRANT RECOMMENDATION.

THIS FORM MUST BE SUBMITTED TO THE TRIBE AND STATE OF WISCONSIN IN ORDER FOR STUDENT TO RECEIVE MONEY FROM THEIR TRIBE AND THE STATE.

ACCESS PROTECTED: FERPA 34 CFR 99, WIS. STAT.S.668.24, AND WIS. STAT. S.674.19

RETENTION: EVENT(DATE FINAL REPORT FILED) + 4 YEARS AND DESTROY CONFIDENTIAL

STFIN102. **FEDERAL PELL GRANT ELECTRONIC STATEMENTS OF ACCOUNT (ESOA)** **EVT+4** **DEST** **N**

THESE ARE OFFICIAL STATEMENTS FROM THE FEDERAL DEPARTMENT OF EDUCATION THAT SETS A COLLEGE'S AUTHORIZATION LEVEL FOR THE UPCOMING AWARD YEAR AND PROJECT ADJUSTMENTS TO THE COLLEGE'S TITLE IV PROGRAM FUNDING NEEDS. ELECTRONIC STATEMENTS OF ACCOUNT (ESOA) ARE PRODUCED FOR THE FEDERAL PELL GRANT PROGRAM. AN ESOA ALSO DETAILS THE AMOUNT EXPENDED TO DATE. THE DEPARTMENT OF EDUCATION PRODUCES AN ESOA WHENEVER THERE IS AN ADJUSTMENT TO A COLLEGE'S CURRENT ACCEPTED AND POSTED DISBURSEMENT AMOUNT.

ACCESS PROTECTED: FERPA 34 CFR 99, WIS. STAT. S. 668.24, AND WIS. STAT. 674.19.

RETENTION: EVENT(END OF AWARD YEAR IN WHICH STUDENT LAST ATTENDED) + 4 YEARS AND DESTROY CONFIDENTIAL

STFIN103. **STATE GRANT AND SCHOLARSHIP AWARD ROSTER AND REPORTS** **EVT+4** **DEST** **Y**

REPORTS PROVIDE A METHOD BETWEEN THE HIGHER EDUCATIONAL AIDS BOARD (HEAB) AND THE COLLEGE FOR CHECKING ACCURACY OF DATA. HEAB SENDS TO THE COLLEGE THE STUDENT NAME AND SOCIAL SECURITY NUMBER, AMOUNT OF GRANT, TYPES OF GRANTS, AND LOANS. INFORMATION DETAILS ARE VERIFIED. THE COLLEGE REVIEWS AWARD TYPES AND AMOUNTS BY STUDENT AND CROSS REFERENCES INFORMATION IN THE STUDENT INFORMATION SYSTEM (SIS) TO VERIFY CORRECTNESS AND MAKES CHANGES ACCORDINGLY.

ACCESS PROTECTED: FERPA 34 CFR 99, WIS. STAT. S. 668.24, AND WIS. STAT. 674.19

RETENTION: EVENT(END OF AWARD YEAR) + 4 YEARS AND DESTROY CONFIDENTIAL

STFIN104. **DEPARTMENT OF VETERANS AFFAIRS PROGRAM APPROVALS** **EVT+4** **DEST** **N**

INCLUDES DEPARTMENT OF VETERANS AFFAIRS PROGRAM APPROVALS WHICH COMES FROM THE VETERAN STATE APPROVING AGENCY (SAA). THIS IS DOCUMENTATION OF OFFICIAL PROGRAM APPROVALS THAT FOX VALLEY TECHNICAL COLLEGE CAN CERTIFY FOR VETERANS BENEFITS.

ACCESS PROTECTED: FERPA 34 CFR 99, WIS. STAT. S. 668.24, AND WIS. STAT. S. 674.19

RETENTION: EVENT(END OF THE AWARD YEAR IN WHICH THE STUDENT LAST ATTENDED) + 4 YEARS AND DESTROY CONFIDENTIAL

STFIN105. **PROGRAM PARTICIPATION AGREEMENT** **EVT+4** **DEST** **N**

PROGRAM RECORDS INCLUDING: PROGRAM PARTICIPATION AGREEMENT AND APPLICATION PORTION OF THE FISCAL OPERATIONS REPORT & APPLICATION TO PARTICIPATE (FISAP).

NOTE: FISAP IS AN ACRONYM FOR FISCAL OPERATIONS REPORT AND APPLICATION TO PARTICIPATE. I HAVE PROVIDED A LINK FROM THE (DEPARTMENT OF EDUCATION (DOE) THAT SHOWS IT.

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[HTTP://IFAP.ED.GOV/FISAPFORMANDINST/1516FISAPFORM.HTML](http://ifap.ed.gov/fisapformandinst/1516fisapform.html)

RETENTION: EVENT(AFTER FISAP AWARD YEAR) + 4 YEARS AND DESTROY CONFIDENTIAL

<u>STFIN106.</u>	<u>FISCAL RECORDS PERTAINING TO FINANCIAL AID</u>	<u>EVT+4</u>	<u>DEST</u>	<u>Y</u>
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FISCAL RECORDS PERTAINING TO FINANCIAL AID INCLUDING: RECORDS OF ALL FEDERAL STUDENT AID (FSA), RECORDS OF STUDENT ACCOUNTS INCLUDING EACH STUDENT'S INSTITUTIONAL CHARGES, RETURNS, AND OVERPAYMENTS REQUIRED FOR EACH ENROLLMENT PERIOD, GENERAL LEDGER (CONTROL ACCOUNTS) AND RELATED SUBSIDIARY LEDGERS THAT IDENTIFY EACH FSA PROGRAM TRANSACTION (FSA TRANSACTIONS MUST BE SEPARATE FROM THE COLLEGE'S OTHER FINANCIAL TRANSACTIONS), FISOP PORTION OF THE FISAP (THE FISCAL OPERATIONS REPORT IS PARTS III,IV, V, AND VI OF THE FISAP).

YOU MAY SOMETIMES HEAR THESE PARTS BEING REFERRED TO AS THE FISOP AND RECORDS THAT SUPPORT DATA APPEARING ON REQUIRED REPORTS, SUCH AS: PELL GRANT STATEMENTS OF ACCOUNTS, GRANT AND ADMINISTRATION AND PAYMENT SYSTEM (GAPS) CASH REQUESTS AND QUARTERLY OR MONTHLY REPORTS, FSA PROGRAM RECONCILIATION REPORTS, AUDIT REPORTS AND COLLEGE RESPONSES, STATE GRANT AND SCHOLARSHIP AWARD ROSTERS AND REPORTS, ACCREDITING AND LICENSING AGENCY REPORTS, THE RECORDS USED TO PREPARE THE INCOME GRID ON THE FISAP.

NOTE: FISAP IS AN ACRONYM FOR FISCAL OPERATIONS REPORT AND APPLICATION TO PARTICIPATE. I HAVE PROVIDED A LINK FROM THE DEPARTMENT OF EDUCATION (DOE) THAT SHOWS IT.
[HTTP://IFAP.ED.GOV/FISAPFORMANDINST/1516FISAPFORM.HTML](http://ifap.ed.gov/fisapformandinst/1516fisapform.html)

ACCESS PROTECTED: FERPA 34 CFR 99, WIS. STAT. S. 668.24, WIS. STAT. S. 682.610, AND WIS. STAT. S. 685.309(C).

RETENTION: EVENT(AFTER END OF AWARD YEAR IN WHICH STUDENT LAST ATTENDED) + 4 YEARS AND DESTROY CONFIDENTIAL.

<u>STFIN107.</u>	<u>DIRECT AND FEDERAL FAMILY EDUCATION LOAN (FFEL) LOAN PROGRAM I</u>	<u>EVT+4</u>	<u>DEST</u>	<u>Y</u>
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THE FOLLOWING ARE SPECIAL RECORD KEEPING REQUIREMENTS IN THE DIRECT AND FEDERAL FAMILY EDUCATION LOAN (FFEL) LOAN PROGRAMS: LOAN CERTIFICATION OR ORIGINATION RECORD, INCLUDING THE AMOUNT OF THE LOAN AND THE PERIOD OF THE ENROLLMENT; THE COST OF ATTENDANCE, ESTIMATED FINANCIAL ASSISTANCE, AND ESTIMATED FAMILY CONTRIBUTION USED TO CALCULATE THE LOAN AMOUNT (ANY OTHER INFORMATION THAT MAY BE REQUIRED TO DETERMINE THE BORROWER'S ELIGIBILITY, SUCH AS THE STUDENT'S FEDERAL PELL GRANT ELIGIBILITY OR INELIGIBILITY); THE DATE(S) THE COLLEGE DISBURSED THE LOAN FUNDS TO THE STUDENT (OR TO THE PARENT BORROWER), AND THE AMOUNT(S) DISBURSED. (FOR LOANS DELIVERED TO THE COLLEGE BY CHECK, THE DATE THE COLLEGE ENDORSED EACH LOAN CHECK, IF REQUIRED.)

ACCESS PROTECTED: FERPA 34 CFR 99, WIS. STAT. S. 668.24, WIS. STAT. S. 682.610, AND WIS. STAT. S. 685.309(C).

RETENTION: EVENT(AFTER END OF AWARD YEAR IN WHICH STUDENT LAST ATTENDED) + 4 YEARS AND DESTROY CONFIDENTIAL

<u>STFIN108.</u>	<u>MULTI-YEAR MASTER PROMISSORY NOTE</u>	<u>EVT+4</u>	<u>DEST</u>	<u>Y</u>
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INCLUDES A STATEMENT OF THE CONFIRMATION PROCESS THAT IS PRINTED IN A STUDENT HANDBOOK OR OTHER FINANCIAL AID PUBLICATION FOR THAT COLLEGE YEAR.

ACCESS PROTECTED: FERPA 34 CFR 99, WIS. STAT. S.668.24, WIS. STAT. S.682.610, AND WIS. STAT.S.685.309(C).

RETENTION: EVENT(END OF THE AWARD YEAR) + 4 YEARS AND DESTROY CONFIDENTIAL

<u>STFIN109.</u>	<u>ADMINISTRATION OF THE FEDERAL STUDENT AID (FSA) PROGRAMS RECOI</u>	<u>EVT+4</u>	<u>DEST</u>	<u>Y</u>
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THE FOLLOWING RECORDS ARE MAINTAINED FOR EACH FEDERAL STUDENT AID (FSA) RECIPIENT: THE STUDENT AID REPORT (SAR) OR INSTITUTIONAL STUDENT INFORMATION RECORD (ISIR) USED TO DETERMINE A STUDENT'S ELIGIBILITY FOR FSA PROGRAMS; APPLICATION DATA SUBMITTED TO THE DEPARTMENT, LENDER, OR GUARANTY AGENCY BY THE COLLEGE ON BEHALF OF THE STUDENT OR PARENT; DOCUMENTATION OF EACH STUDENT'S OR PARENT BORROWER'S ELIGIBILITY FOR FSA PROGRAM FUNDS (E.G., RECORDS THAT DEMONSTRATE THAT THE STUDENT HAS A HIGH COLLEGE DIPLOMA, GENERAL EDUCATIONAL DIPLOMA (GED), OR THE ABILITY TO BENEFIT); DOCUMENTATION OF ALL PROFESSIONAL JUDGEMENT DECISIONS; FINANCIAL AID HISTORY INFORMATION FOR TRANSFER STUDENTS; COST OF ATTENDANCE INFORMATION; DOCUMENTATION OF A STUDENT'S PROGRAM OF STUDY AND THE COURSES IN WHICH THE STUDENT WAS ENROLLED; DATA USED TO ESTABLISH STUDENT'S ADMISSION, ENROLLMENT STATUS, AND PERIOD OF ENROLLMENT; REQUIRED STUDENT CERTIFICATION STATEMENTS AND SUPPORTING DOCUMENTATION; DOCUMENTS USED TO VERIFY APPLICANT DATA AND RESOLVE CONFLICTING INFORMATION; DOCUMENTATION OF AND INFORMATION COLLECTED AT ANY INITIAL OR EXIT LOAN COUNSELING REQUIRED BY APPLICABLE PROGRAM REGULATIONS; AND DOCUMENTATION RELATING TO EACH STUDENT'S OR PARENT'S BORROWER'S RECEIPT OF FSA PROGRAM FUNDS, INCLUDING BUT NOT LIMITED TO: THE AMOUNT OF THE GRANT, LOAN, OR FINANCIAL WORK STUDY (FWS) AWARD; ITS PAYMENT PERIOD; ITS LOAN PERIOD, IF APPROPRIATE; AND THE CALCULATIONS USED TO DETERMINE THE AMOUNT OF EACH PAYMENT OF FWS WAGES; THE AMOUNT, DATE, AND BASIS OF THE COLLEGE'S CALCULATION OF ANY REFUNDS/RETURNS OVERPAYMENTS DUE TO OR ON BEHALF OF THE STUDENT; AND THE PAYMENT OF ANY REFUND/RETURN OR OVERPAYMENT TO THE FSA PROGRAM FUND, A

Dept #: /292.04/250/ Department Name: STUDENT FINANCIAL SERVICES

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LENDER, OR THE DEPARTMENT AS APPROPRIATE.

ACCESS PROTECTED: FERPA 34 CFR 99, WIS. STAT. S.668.24, S682.610, AND S.685.309(C).

RETENTION: EVENT(END OF THE AWARD YEAR) + 4 YEARS AND DESTROY CONFIDENTIAL.

<u>STFIN110.</u>	<u>THIRD PARTY STUDENT FUNDS</u>	<u>EVT+4</u>	<u>DEST</u>	<u>Y</u>
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INCLUDES SCHOLARSHIP AND DEPARTMENT OF VOCATIONAL REHABILITATION (DVR) AND THIRD PARTY CONTRACT INFORMATION. DOCUMENTATION INCLUDES: TRAINING GRANTS DOCUMENTATION THROUGH DVR(DVR TRAINING GRANT FORM) TO ASSIST STUDENTS WITH SECURING POTENTIAL ADDITIONAL FUNDING. THIRD PARTY CONTRACT INFORMATION COULD ALSO INCLUDE SCHOLARSHIPS THAT ARE PAID DIRECTLY TO A STUDENT AND ANY FUNDING A STUDENT RECEIVES THAT IS PAID DIRECTLY TO THEM.

ACCESS PROTECTED: FERPA 34 CFR 99, WIS. STAT. S.668.24, AND WIS. STAT. S.674.19

RETENTION: EVENT(END OF AWARD YEAR IN WHICH STUDENT LAST ATTENDED) + 4 YEARS AND DESTROY CONFIDENTIAL

Dept #: /292.04/260/ Department Name: STUDENT SERVICES

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<u>STREC100.</u>	<u>CLASS WAIT LIST</u>	<u>EVT+0/1</u>	<u>DEST</u>	<u>Y</u>
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LISTS OF STUDENTS WAITING FOR AN ENROLLMENT OPENING IN AN INDIVIDUAL COURSE BECAUSE THE COURSE HAS REACHED ITS MAXIMUM CLASS SIZE. LISTS MAY BE GENERATED BY ACADEMIC DEPARTMENTS OR INDIVIDUAL INSTRUCTORS. THEY MAY BE USED TO GIVE PREFERENCE TO WAITING STUDENTS IN THE FOLLOWING SEMESTER OR DETERMINE THE NEED FOR MORE SECTIONS OF THE CLASS.

ACCESS PROTECTED: FERPA 34 CFR 99

RETENTION: EVENT(AFTER END OF TERM) + 30 DAYS AND DESTROY CONFIDENTIAL

<u>STREC101.</u>	<u>HONORS</u>	<u>CR+7</u>	<u>DEST</u>	<u>Y</u>
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LISTS OF STUDENTS WHO HAVE ACHIEVED ACADEMIC DISTINCTION, INCLUDING BUT NOT LIMITED TO THE DEAN'S LIST. LISTS ARE PUBLISHED EVERY SEMESTER.

ACCESS PROTECTED: FERPA 34 CFR 99

RETENTION: CREATION + 7 YEARS AND DESTROY CONFIDENTIAL

<u>STREC102.</u>	<u>STUDENT GOVERNMENT ASSOCIATION (SGA) CLUB MATERIALS</u>	<u>CR+5</u>	<u>DEST</u>	<u>Y</u>
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INCLUDES GENERAL SESSION CLUB ATTENDANCE, ELECTION BALLOTS, CLUB HANDBOOK, AND FUNDING REQUESTS. THE STUDENT GOVERNMENT ASSOCIATION (SGA) IS THE VOICE OF THE STUDENT BODY AND SERVES AS THE STUDENT GOVERNING BODY RESPONSIBLE FOR REPRESENTING STUDENT'S INTERESTS AND ADDRESSING STUDENT'S NEEDS WITH THE CAMPUS LEADERSHIP.

ACCESS PROTECTED: FERPA 34 CFR 99

RETENTION: CREATION + 5 YEARS AND DESTROY CONFIDENTIAL

<u>STREC103.</u>	<u>ADVANCED STANDING/COURSE SUBSTITUTION</u>	<u>EVT+7</u>	<u>DEST</u>	<u>Y</u>
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FORMS SUBMITTED BY THE STUDENT REQUESTING AN EXCEPTION BE MADE TO ADVANCED STANDING OR COURSE SUBSTITUTION REGARDING REQUIRED CLASSES, ETC. FORMS INCLUDE STUDENT NAME AND IDENTIFICATION NUMBER, TERM/SEMESTER, COURSE NUMBER NAME OF INSTRUCTOR AND SIGNATURES BY STUDENT, FACULTY OR STAFF. DOCUMENTS ARE IMAGED AND POSTED ON STUDENT RECORD.

NOTE: REGARDING RETENTION INACTIVITY EXAMPLES INCLUDE: WHEN THE STUDENT HAS STOPPED TAKING ANY TESTING, STOPPED REGISTERING FOR ANY CLASSES, STOPPED APPLYING FOR ANY PROGRAMS, AND STOPPED COMPLETING ANY STEPS THAT NEED TO BE COMPLETED FOR DEGREE ATTAINMENT.

ACCESS PROTECTED: FERPA 34 CFR 99

RETENTION: EVENT(INACTIVITY) + 7 YEARS AND DESTROY CONFIDENTIAL

Dept #: 1292.04/260/ Department Name: STUDENT SERVICES

<u>RDA #</u>	<u>RDA Title</u>	<u>Retention</u>	<u>Disposition</u>	<u>PII</u>
<u>STREC104.</u>	<u>INDIVIDUALIZED TECHNICAL STUDIES (ITS) EDUCATIONAL PLANS AND POR</u>	<u>EVT+3</u>	<u>DEST</u>	<u>Y</u>
	INCLUDES INDIVIDUALIZED TECHNICAL STUDIES (ITS) EDUCATIONAL PLANS WHICH IS THE PROGRAM THE STUDENT COUNSELOR ARE DESIGNING. TECHNICAL CREDITS AND GENERAL STUDIES CREDITS MUST BE SATISFIED AND MUST BE APPROVED BY A COMMITTEE. INCLUDES STUDENT PORTFOLIOS FOR INDIVIDUALIZED TECHNICAL STUDIES PROGRAM (ITS). A PORTFOLIO IS A COLLECTION OF A STUDENT'S ACADEMIC AND PROFESSIONAL WORK WHILE ATTENDING FOX VALLEY TECHNICAL COLLEGE.			
	NOTE REGARDING RETENTION INACTIVITY EXAMPLES INCLUDE: WHEN THE STUDENT HAS STOPPED TAKING ANY TESTING, STOPPED REGISTERING FOR ANY CLASSES, STOPPED APPLYING FOR ANY PROGRAMS, AND STOPPED COMPLETING ANY STEPS THAT NEED TO BE COMPLETED FOR DEGREE ATTAINMENT.			
	ACCESS PROTECTED: FERPA 34 CFR 99			
	RETENTION: EVENT(INACTIVITY) + 3 YEARS AND DESTROY CONFIDENTIAL			
<u>STREC105.</u>	<u>ADMISSIONS DOCUMENTS FOR APPLICANTS</u>	<u>EVT+5</u>	<u>DEST</u>	<u>Y</u>
	ADMISSION DOCUMENTS INCLUDING: ADMISSION LETTERS (NOTICES OF ADMISSION, DENIAL, WAIT LIST NOTIFICATION), RELEVANT CORRESPONDENCE, AND WAIVERS OF RIGHTS OF ACCESS TO ADMISSION LETTERS OF RECOMMENDATION. APPLICATION MATERIALS INCLUDING: ADMISSION APPLICATION SUCH AS DIPLOMA, CERTIFICATE, NON DEGREE, INTERNATIONAL, OR SPECIAL ADMITTANCE; ENTRANCE EXAMINATION REPORTS/TEST SCORES (STANDARDIZED TEST SCORES SUCH AS ACT (AMERICAN COLLEGE TESTING)/SAT (SCHOLASTIC APTITUDE TEST), TOFEL (TEST OF ENGLISH AS FOREIGN LANGUAGE); LETTERS OF RECOMMENDATION; MILITARY DOCUMENTS; PLACEMENT TEST RECORDS/SCORES; RESIDENCY CLASSIFICATION FORMS; TEST SCORES; AND HIGH SCHOOL AND COLLEGE TRANSCRIPTS.			
	NOTE REGARDING RETENTION INACTIVITY EXAMPLES INCLUDE: WHEN THE STUDENT HAS STOPPED TAKING ANY TESTING, STOPPED REGISTERING FOR ANY CLASSES, STOPPED APPLYING FOR ANY PROGRAMS, AND STOPPED COMPLETING ANY STEPS THAT NEED TO BE COMPLETED FOR DEGREE ATTAINMENT.			
	ACCESS PROTECTED: FERPA 34 CFR 99, SS 146.82			
	RETENTION: EVENT(INACTIVITY) + 5 YEARS AND DESTROY CONFIDENTIAL			
<u>STREC106.</u>	<u>STUDENT ACADEMIC RECORDS</u>	<u>EVT+7</u>	<u>DEST</u>	<u>Y</u>
	INCLUDES THE FOLLOWING ACADEMIC RECORDS: PERSONAL DATA INFORMATION (DATE OF BIRTH, FORMER NAMES, ADDRESS INFORMATION); ENROLLMENT VERIFICATIONS; CLASS SCHEDULE; GRADES; TRANSCRIPTS; DEGREE AUDIT RECORDS IN SUPPORT OF GRADUATION REQUESTS; SUBSTITUTION/WAIVERS (APPROVALS TO MEET PROGRAM REQUIREMENTS WITH ADMINISTRATIVE ACTION); GRADE CHANGE REQUESTS; DIPLOMAS; TRANSCRIPT REQUESTS (STUDENT); AND GRADE CHANGE REQUESTS.			
	NOTE REGARDING RETENTION INACTIVITY EXAMPLES INCLUDE: WHEN THE STUDENT HAS STOPPED TAKING ANY TESTING; STOPPED REGISTERING FOR ANY CLASSES, STOPPED APPLYING FOR ANY PROGRAMS, AND STOPPED COMPLETING ANY STEPS THAT NEED TO BE COMPLETED FOR DEGREE ATTAINMENT.			
	ACCESS PROTECTED: FERPA 34 CFR 99			
	RETENTION: EVENT(AFTER FOX VALLEY TECHNICAL COLLEGE IS DISSOLVED) + 7 YEARS AND DESTROY CONFIDENTIAL			
<u>STREC107.</u>	<u>ACADEMIC RECORDS</u>	<u>EVT+7</u>	<u>DEST</u>	<u>Y</u>
	INCLUDES TRANSCRIPTS; GRADES; RECORD OF EACH CLASS ROSTERS FOR EACH TERM; GRADUATES; COMPETENCY ASSESSMENTS; CATALOGS (PUBLISHED, ANNUALLY OR BI-ANNUALLY, RECORD OF COURSES, DEGREES AND PROGRAMS OF STUDY OFFERED); DEGREE STATISTICS (RECORD OF DEGREES GRANTED BY INSTITUTION PER GRADUATION TERM AND/OR ANNUALLY); ENROLLMENT STATISTICS (PER TERM REPORT OF ENROLLED STUDENTS, EXAMPLES GIVEN BY CLASS, BY COURSE, TOTAL HEADCOUNT AND FULL-TIME EQUIVALENT - FTE); RACE/ETHNICITY; STUDENT GRADE SCORES ON PROFICIENCY/PLACEMENT EXAMINATIONS; EDUCATION AND ENROLLMENT VERIFICATION; WAIVER/SUBSTITUTIONS (DEPARTMENT APPROVAL OF COURSES REQUESTED FOR DEGREE REQUIREMENTS); GRADUATION AUDITS (EVALUATION OF REGISTRAR'S OFFICE STAFF TO DETERMINE IF A STUDENT MET ALL THE REQUIREMENTS TO BE AWARDED THEIR DEGREE); AND SCHEDULE OF CLASSES (PER TERM LISTING OF ALL COURSES OFFERED INCLUDING TIME/DAY AND SEAT LIMITS).			
	NOTE REGARDING RETENTION LENGTH: AACRAO (AMERICAN ASSOCIATION OF COLLEGIATE REGISTRARS AND ADMISSIONS OFFICERS) PROVIDES A GUIDE FOR RETENTION AND DISPOSAL OF STUDENT RECORDS.			
	ACCESS PROTECTED: FERPA 34 CFR 99			
	RETENTION: EVENT(AFTER FOX VALLEY TECHNICAL COLLEGE IS DISSOLVED) + 7 YEARS AND DESTROY CONFIDENTIAL			
<u>STREC108.</u>	<u>TRANSFER CREDIT EVALUATIONS</u>	<u>EVT+3</u>	<u>DEST</u>	<u>Y</u>

Dept #: /292.04/260/ Department Name: STUDENT SERVICES

RDA # RDA Title Retention Disposition PII

FORMS THAT EVALUATE THE CREDITS AN INDIVIDUAL STUDENT PREVIOUSLY EARNED AT ANOTHER INSTITUTION BASED ON TRANSFER EQUIVALENCIES. USED TO DETERMINE ACTUAL STUDENT CREDIT TRANSFERS.

NOTE REGARDING RETENTION INACTIVITY EXAMPLES INCLUDE: WHEN THE STUDENT HAS STOPPED TAKING ANY TESTING, STOPPED REGISTERING FOR ANY CLASSES, STOPPED APPLYING FOR ANY PROGRAMS, AND STOPPED COMPLETING ANY STEPS THAT NEED TO BE COMPLETED FOR DEGREE ATTAINMENT.

ACCESS PROTECTD: FERPA 34 CFR 99

RETENTION: EVENT(STUDENT ACTIVITY) + 3 YEARS AND DESTROY CONFIDENTIAL

STREC109. **HOLD OR ENCUMBRANCE AUTHORIZATIONS** **EVT+1** **DEST** **Y**

REGISTRATION AND TRANSCRIPT HOLDS FOR TUITION NON-PAYMENT, LIBRARY NON-PAYMENT. AN ENCUMBRANCE HOLD WILL PREVENT STUDENTS FROM REGISTERING FOR THE NEXT ENROLLMENT TERM UNTIL ALL APPROPRIATE HOLDS ARE ADDRESSED.

ACCESS PROTECTED: FERPA 34 CFR 99

RETENTION: EVENT(RELEASE DATE) + 1 YEAR AND DESTROY CONFIDENTIAL

STREC110. **STUDENT WAIVERS AND DISCLOSURES** **EVT+7** **DEST** **Y**

INCLUDING: REQUESTS FOR NONDISCLOSURE OF DIRECTORY INFORMATION (STUDENT REQUEST TO OPT OUT OF DIRECTORY INFORMATION DISCLOSURE); WRITTEN CONSENT FOR RECORDS DISCLOSURE (STUDENT SIGNED AUTHORIZATION FOR DISCLOSURE OF EDUCATION RECORD); AND WAIVERS FOR RIGHTS OF ACCESS (DECISIONS RESULTING FROM FORMAL HEARINGS REGARDING AMENDMENT OF EDUCATION RECORDS). REQUETS FOR "EMPLOYMENT REFERENCE". (STUDENTS LIST STAFF WITH STAFF SIGNATURE TO BE A REFERENCE).

ACCESS PROTECTED: EVENT(TERMINATED BY THE STUDENT) + 7 YEARS AND DESTROY CONFIDENTIAL

STREC111. **REFUND APPEALS TO REGISTRAR** **EVT+3** **DEST** **Y**

EXAMPLES OF APPEALS MAY INCLUE TUITION REFUND, RETROACTIVE WITHDRAWALS, TUITION APPEALS, ETC.

ACCESS PROTECTED: FERPA 34 CFR 99

RETENTION: EVENT(DATE OF DECISION) + 3 YEARS AND DESTROY CONFIDENTIAL

STREC112. **YOUTH OPTIONS COURSE REGISTRATION** **CY+3** **DEST** **Y**

INCLUDES REGISTRATION AND BILLING FOR INSTRUCTIONAL ACTIVITIES FOR YOUTH OPTIONS & DEPARTMENT OF PUBLIC INSTRUCTION FORM 8700A.

ACCESS PROTECTED: FERPA 34 CFR 99

RETENTION: EVENT(CURRENT YEAR) + 3 YEARS AND DESTROY CONFIDENTIAL

STREC113. **STUDENT CONDUCT DOCUMENTATION** **EVT+20** **DEST** **Y**

STUDENT BEHAVIORAL INCIDENT DOCUMENTATION TO INCLUDE COMPLAINTS, INVESTIGATION DOCUMENTS, AND OUTCOME LETTERS.

NOTE REGARDING RETENTION INACTIVITY EXAMPLES INCLUDE: WHEN THE STUDENT HAS STOPPED TAKING ANY TETSING, STOPPED REGISTERING FOR ANY CLASSES, STOPPED APPLYING FOR ANY PRGORAMS, AND STOPPED COMPLETING ANY STEPS THAT NEED TO BE COMPLETED FOR DEGREE ATTAINMENT.

ACCESS PROTECTED: FERPA 34 CFR 99

RETENTION: EVENT(INACTIVITY) + 20 YEARS AND DESTROY CONFIDENTIAL

Dept #: /292.10/ Department Name: WTCS - LAKESHORE

RDA # RDA Title Retention Disposition PII

<u>RDA #</u>	<u>RDA Title</u>	<u>Retention</u>	<u>Disposition</u>	<u>PII</u>
<u>COLL1000.</u>	<u>OPERATIONAL-DEPARTMENT PROCEDURES</u> THIS RECORD SERIES CONSIST OF COLLEGE ESTABLISHED DEPARTMENTAL PROCEDURES, INCLUDING MANUALS, MANUAL CODES, HANDBOOKS, AND OTHER RELATED MATERIALS. RETENTION: EVENT(WHEN PROCEDURE IS SUPERSEDED) + 7 YEARS AND DESTROY.	<u>EVT+7</u>	<u>DEST</u>	<u>N</u>
<u>COLL1010.</u>	<u>OPERATIONAL-CALENDARS AND SCHEDULES</u> THIS SERIES CONSISTS OF ALL CALENDARS USED FOR COLLEGE BUSINESS WHICH INCLUDES BOTH PAPER AND ELECTRONIC CALENDARING SYSTEMS. THIS SERIES INCLUDES, BUT IT NOT LIMITED TO, DESK CALENDARS, APPOINTMENT BOOKS, AND SIMILAR RECORDS. NOTE: A RECORD OF THIS TYPE MAY BE PURCHASED WITH PERSONAL FUNDS, BUT IF USED BY A COLLEGE EMPLOYEE TO DOCUMENT HIS OR HER WORK ACTIVITIES MAY BE CONSIDERED A PUBLIC RECORD IN BOTH PHYSICAL AND ELECTRONIC FORMAT. RETENTION: EVENT(END OF CALENDAR YEAR) + 5 YEARS AND DESTROY CONFIDENTIAL.	<u>EVT+5</u>	<u>DEST</u>	<u>N</u>
<u>COLL2000.</u>	<u>OPERATIONAL-INSTRUCTOR CLASS INFORMATION</u> SHOWING CLASS TITLE, INSTRUCTOR, COURSE NUMBER, BEGIN/END DATES, TOTAL HOURS, # OF SESSIONS, STUDENT NAMES, SUMMARY OF HOURS PRESENT/ABSENT, AND CLASS ROSTER. THIS RECORD SERIES CONTAINS INSTRUCTOR RECORDS; STUDENT RECORDS ARE STORED IN STUDENT INFORMATION SYSTEM. RETENTION: EVENT(COURSE COMPLETION) + 6 MONTHS AND DESTROY CONFIDENTIAL	<u>EVT+0/6</u>	<u>DEST</u>	<u>Y</u>
<u>COLL2010.</u>	<u>OPERATIONAL-INSTRUCTOR CURRICULUM</u> INCLUDES COURSE OBJECTIVES, SYLLABI, LEARNING ACTIVITIES, TESTS, COMPETENCIES, WORKSHEETS, AND TEACHING AIDS. RETENTION: EVENT(COURSE COMPLETION) + 6 MONTHS AND DESTROY.	<u>EVT+0/6</u>	<u>DEST</u>	<u>N</u>
<u>COLL2020.</u>	<u>OPERATIONAL-GRIEVANCES STUDENTS</u> INCLUDES STUDENT GRIEVANCE INFORMATION. RETENTION: EVENT(GRAUDATION OR LAST ATTENDANCE) + 6 YEARS AND DESTROY CONFIDENTIAL.	<u>EVT+6</u>	<u>DEST</u>	<u>Y</u>
<u>COLL2030.</u>	<u>ACCREDITATION</u> ACCREDITATION MATERIALS INCLUDING: ORIGINAL CERTIFICATES, CORRESPONDENCE FROM STATE AGENCIES AND BOARDS WHERE APPLICABLE, SELF-STUDY INFORMATION, ACCREDITATION INFORMATION, AND PROGRAM EVALUATION FEEDBACK. NOTE REGARDING RETENTION: KEEP ACCREDITATION MATERIALS FOR 1 YEAR AFTER ACCREDITATION IS COMPLETED. PROGRAMS GO THROUGH ACCREDITATION AT VARIOUS TIMES DEPENDING ON PROGRAM ACCREDITATION. RETENTION: EVENT(ACCREDITATION CYCLE IS COMPLETE) + 1 YEAR AND DESTROY.	<u>EVT+1</u>	<u>DEST</u>	<u>N</u>
<u>COLL3000.</u>	<u>BOARD MEETING MINUTES AND AGENDAS</u> INCLUDES BOARD MEETING AGENDAS AND MINUTES FOR LAKESHORE TECHNICAL COLLEGE BOARD, FOUNDATION BOARD, WISCONSIN TECHNICAL COLLEGE INSURANCE TRUST BOARD, AND WISCONSIN INDIANHEAD LAKESHORE MIDSTATE CONSORTIUM. RETENTION: EVENT(ENTITY DISSOLVED) + 7 YEARS AND TRANSFER TO TOHER LOCATION (TRANSFER TO LOCAL MANITOWOC COUNTY HISTORICAL SOCIETY)	<u>EVT+7</u>	<u>TRANS OTHER</u>	<u>N</u>
<u>COLL3010.</u>	<u>COMMITTEE AND TEAM MEETING MINUTES AND AGENDAS</u> INCLUDES MEETING AGENDAS AND MINUTES FOR THE FOLLOWING: LEADERSHIP TEAM, MANAGEMENT TEAM, SUPPORT STAFF REPRESENTATIVE COMMITTEE, ADVISORY COMMITTEES, EXECUTIVE TEAM, INSTRUCTION LEADERSHIP TEAM, AND OTHER COMMITTEES AND TEAMS NOT LISTED IN RDA COLL300. RETENTION: CR + 7 YEARS AND DESTROY CONFIDENTIAL.	<u>CR+7</u>	<u>DEST</u>	<u>N</u>
<u>COLL4000.</u>	<u>ENTITY LEGAL DOCUMENTS</u> INCLUDES ARTICLES OF INCORPORATION, POLICY STATEMENTS, BYLAWS, TAX EXEMPT NUMBER, INTERNAL REVENUE SERVICE DETERMINATION, DECLARATION OF TRUST, ORIGINAL BOARDS RESOLUTION, AND OTHER LEGAL RECORDS FOR ESTBALISHMENT.	<u>EVT+7</u>	<u>DEST</u>	<u>N</u>

Dept #: /292.10/ Department Name: WTCS - LAKESHORE

<u>RDA #</u>	<u>RDA Title</u>	<u>Retention</u>	<u>Disposition</u>	<u>PII</u>
	RETENTION: EVENT(ENTITY IS DISSOLVED) + 7 YEARS AND DESTROY CONFIDENTIAL.			
<u>COLL5000.</u>	<u>MAILING AND CONTACT LISTS</u>	<u>EVT</u>	<u>DEST</u>	<u>N</u>
	INCLUDES INFORMATION USED TO COMMUNICATE WITH COLLEGE STAKEHOLDERS.			
	RETENTION: EVENT(UNTIL SUPERSEDED) AND DESTROY.			
<u>COLL5010.</u>	<u>EARNED LICENSES AND CERTIFICATIONS</u>	<u>EVT+7</u>	<u>DEST</u>	<u>Y</u>
	INCLUDES LICENSE(S) AND CERTIFICATION(S) EARNED BY STUDENTS THROUGH LAKESHORE TECHNICAL COLLEGE. LICENSE EXAMPLES: LICENSED PRACTICAL NURSING, REAL ESTATE, AND PRACTICAL NURSING. CERTIFICATION EXAMPLES: SAFETY, SUPPLY CHAIN MANAGEMENT, PHARMACY TECHNICIAN, NURSING ASSISTANT, BROADCAST CAPTIONER, MEDICAL ASSISTANT, AND NURSING AIDE.			
	RETENTION: EVENT(AFTER ENTITY IS DISSOLVED) + 7 YEARS AND DESTROY CONFIDENTIAL.			

Dept #: /292.10/101/ Department Name: ADVANCEMENT

<u>RDA #</u>	<u>RDA Title</u>	<u>Retention</u>	<u>Disposition</u>	<u>PII</u>
<u>ADVAN100.</u>	<u>EVENT PLANNING</u>	<u>CR+10</u>	<u>DEST</u>	<u>Y</u>
	INCLUDES INFORMATION RELATED TO LAKESHORE TECHNICAL COLLEGE FOUNDATION EVENTS. THIS INCLUDES FINANCIAL, PARTICIPATION, AND DONATION RECORDS FOR EACH EVENT RUN BY THE FOUNDATION.			
	RETENTION: CR + 10 YEARS AND DESTROY CONFIDENTIAL			
<u>ADVAN200.</u>	<u>DONOR FUND FILES</u>	<u>EVT+7</u>	<u>DEST</u>	<u>Y</u>
	INCLUDES MATERIALS RELATED TO DONOR GIVING, GIFT AGREEMENTS, AND CORRESPONDENCE.			
	RETENTION: EVENT(DONOR GIFTS FULLY EXPENDED) + 7 YEARS AND DESTROY CONFIDENTIAL.			
<u>ADVAN201.</u>	<u>STUDENT GRANTS AND SCHOLARSHIPS FUNDED</u>	<u>EVT+7</u>	<u>DEST</u>	<u>Y</u>
	INCLUDES LAKESHORE TECHNICAL COLLEGE STUDENT APPLICATIONS FOR SCHOLARSHIP AND STUDENT GRANT MONEY SUPPORT.			
	RETENTION: EVENT(MONEY EXPENDED) + 7 YEARS AND DESTROY CONFIDENTIAL.			
<u>ADVAN202.</u>	<u>DONATOR FILES AND REPORTS</u>	<u>CR+7</u>	<u>DEST</u>	<u>Y</u>
	DONATION REPORTS AND ACCOUNT INFORMATION COMPRISED OF INFORMATION FROM RDA ADVAN100 AND ADVAN200. CONSISTS OF WEEKLY REPORTS OF DETAIL OF DONATIONS MADE TO THE FOUNDATION. INCLUDES DONOR INFORMATION, PURPOSE, AND AMOUNT OF DONATION.			
	RETENTION: CR + 7 YEARS AND DESTROY CONFIDENTIAL.			
<u>ADVAN203.</u>	<u>SCRIP ENROLLMENT FORMS</u>	<u>FIS+5</u>	<u>DEST</u>	<u>Y</u>
	ENROLLMENT FORMS FOR PAYROLL DEDUCTIONS FOR SCRIP PURCHASES. DEFINITION OF SCRIP: SCRIP FUNDRAISING IS PERFECT FOR CHURCHES, SCHOOLS, SCOUT TROOPS, SPORTS TEAMS, MUSIC GROUPS, BOOSTER ORGANIZATIONS AND MANY MORE. PARTICIPATING RETAILERS AGREE TO OFFER A CONTRIBUTION ON THEIR GIFT CARDS TO BENEFIT COMMUNITY ORGANIZATIONS AROUND THE COUNTRY, NOT TO INDIVIDUALS OR FOR-PROFIT COMPANIES. NOTE: PAYROLL DEDUCTIONS ARE KEPT IN THE PERSONNEL FILE WITHIN THE HUMAN RESOURCES RDA.			
	RETENTION: FIS + 5 YEARS AND DESTROY CONFIDENTIAL			
<u>ADVAN204.</u>	<u>PROPERTY MORTGAGE DOCUMENTATION</u>	<u>EVT+7</u>	<u>DEST</u>	<u>N</u>
	PROPERTY MORTGAGE PAPERS FOR PROPERTY OWNED BY THE FOUNDATION.			
	RETENTION: EVENT(PROPERTY SOLD AND MORTGAGE PAID OFF) + 7 YEARS AND DESTROY			
<u>GRANT100.</u>	<u>GRANT REPORTS</u>	<u>EVT+7</u>	<u>DEST</u>	<u>Y</u>

Dept #: /292.10/101/ Department Name: ADVANCEMENT

<u>RDA #</u>	<u>RDA Title</u>	<u>Retention</u>	<u>Disposition</u>	<u>PII</u>
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INCLUDES STUDENT TRACKING AND EXTERNAL REPORTING INFORMATION RELATED TO GRANT PERFORMANCE THAT ARE FUNDED THROUGH THE WISCONSIN TECHNICAL COLLEGE SYSTEM.

RETENTION: EVENT(AFTER GRANT ENDS) + 7 YEARS AND DESTROY CONFIDENTIAL.

<u>GRANT200.</u>	<u>GRANT UNFUNDED</u>	<u>EVT+3</u>	<u>DEST</u>	<u>N</u>
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INCLUDES SUBMISSION MATERIALS FOR FEDERAL AND STATE GRANTS THAT ARE NOT AWARDED.

RETENTION: EVENT(AFTER NOTICE OF NON AWARD) + 3 YEARS AND DESTROY.

<u>GRANT201.</u>	<u>GRANTS FUNDED</u>	<u>EVT+7</u>	<u>DEST</u>	<u>Y</u>
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INCLUDES SUBMISSION MATERIALS FOR AWARDED FEDERAL AND STATE FUNDED GRANTS. THIS ALSO INCLUDES LETTERS OF SUPPORT AND COMMITMENT.

RETENTION: EVENT(AFTER THE GRANT ENDS) + 7 YEARS AND DESTROY CONFIDENTIAL.

Dept #: /292.10/102/ Department Name: APPRENTICESHIP

<u>RDA #</u>	<u>RDA Title</u>	<u>Retention</u>	<u>Disposition</u>	<u>PII</u>
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<u>APPRE100.</u>	<u>EDUCATIONAL PROJECTS</u>	<u>EVT+5</u>	<u>DEST</u>	<u>N</u>
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INCLUDES PROJECTS FOR EDUCATIONAL PROGRAMS. THE PROJECT IS DETERMINED BY THE SPONSORING COMPANY AND IS INCLUDED IN THE APPRENTICE CONTRACT AS A COMPLETION STIPULATION.

REGARDING RETENTION: LAST ACTION COULD BE GRADUATION OR LAST COURSE, WHICHEVER IS LATER.

RETENTION: EVENT(LAST ACTION) + 5 YEARS AND DESTROY.

<u>APPRE101.</u>	<u>STUDENT RECORDS APPRENTICESHIP</u>	<u>EVT+5</u>	<u>DEST</u>	<u>Y</u>
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INCLUDES APPRENTICE APPLICATION, BIRTH CERTIFICATE, DRIVER'S LICENSE COPY, HIGH SCHOOL DIPLOMA OR GED/HSED, ACCUPLACER SCORE, CARPENTER TEST, LETTER OF INTRODUCTION, INDENTURE LETTER, STATE OF WI WORKFOCE DEVELOPMENT CONTRACT, PROGRESS EVALUATIONS, DAILY ABSENCE REPORTS, UNASSIGNED NOTICES, INTENT TO CANCEL NOTICES, CANCELLATION NOTICES, CHANGES OF ADDRESS, EMPLOYER APPLICATION(INCLUDES PRE-APPRENTICES AND STUDENTS WHO DROPPED OR CANCELLED)

REGARDING RETENTION: LAST ACTION + 5 YEARS (LAST ACTION COULD BE GRADUATION OR LAST COURSE, WHICHEVER IS LATER)

DESTROY CONFIDENTIAL

Dept #: /292.10/103/ Department Name: COMMUNICATION CENTER

<u>RDA #</u>	<u>RDA Title</u>	<u>Retention</u>	<u>Disposition</u>	<u>PII</u>
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<u>COMM1000.</u>	<u>FEDERAL COMMUNICATION COMMISSION LICENSE</u>	<u>EVT+1</u>	<u>DEST</u>	<u>Y</u>
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FEDERAL COMMUNICATION COMMISSION LICENSES LAKESHORE TECHNICAL COLLEGE REPEATER USED BY COMPUTER SERVICES STAFF CAMPUS POLICE, COLLEGE HEALTH NURSE, EVENING OPERATIONS, MAINTENANCE, AND DAYTIME CLEANING STAFF.

RETENTION: EVENT(AFTER LICENSE EXPIRATION) + 1 YEAR AND DESTROY CONFIDENTIAL.

Dept #: /292.10/104/ Department Name: CURRICULUM

RDA # RDA Title Retention Disposition PII

CURR1000. **CURRICULUM / ONLINE DEVELOPMENT** **CR+13** **DEST** **Y**
CURRICULUM/ONLINE DEVELOPMENT FORM WHICH CALCULATES THE COMPENSATION FOR CURRICULUM DEVELOPMENT (FORM: CD01/FL01). LISTS TYPE OF DEVELOPMENT (NEW COURSE, REVISED COURSE, ADAPTION, OR MAINTENANCE) AND FORMAT COURSE WILL BE DEVELOPED. LISTS REQUIRED COMPONENTS OF CURRICULUM PROJECT. NUMBER OF HOURS FACULTY WILL BE REIMBURSED IS CALCULATED FROM THIS FORM.
RETENTION: CR + 13 YEARS AND DESTROY CONFIDENTIAL.

Dept #: /292.10/105/ Department Name: ENERGY AND AGRICULTURE

RDA # RDA Title Retention Disposition PII

ENAG1000. **NUCLEAR-WIND ENERGY, DAIRY, HORTICULTURE INTERNSHIPS** **EVT+1** **DEST** **Y**
INCLUDES MATERIALS ASSOCIATED WITH ALL AG AND ENERGY INTERNSHIPS (UNDERSTANDING OF WORK, SUPERVISORY EVALUATIONS), SITE FARM CONTRACTS AND HOLD HARMLESS AGREEMENTS.
RETENTION: EVENT (GRADUATION) + 1 YEAR AND DESTROY CONFIDENTIAL.

ENAG1010. **FORMS-PROGRAM STUDENTS** **EVT+1** **DEST** **Y**
INCLUDES RELEASE OF CONFIDENTIAL STUDENT RECORDS, JOB HAZARD ANALYSIS, CLIMBER LIABILITY RELEASE, PHOTO/PUBLICATION RELEASE, INCIDENT REPORT, FIELD TRIP AND TRAVEL FORMS.
NOTE REGARDING RETENTION: NOTE THAT INCIDENT REPORT FOLLOWS THE RISK MANAGEMENT RDA.
RETENTION: EVENT (GRADUATION) + 1 YEAR AND DESTROY CONFIDENTIAL.

ENAG1020. **FORMS-NON PROGRAM STUDENTS** **EVT+1** **DEST** **Y**
INCLUDES RELEASE OF CONFIDENTIAL STUDENT RECORDS, JOB HAZARD ANALYSIS, CLIMBER LIABILITY RELEASE, PHOTO/PUBLICATION RELEASE, INCIDENT REPORT, FIELD TRIP AND TRAVEL FORMS.
NOTE REGARDING RETENTION: NOTE THAT INCIDENT REPORT FOLLOWS THE RISK MANAGEMENT RDA.
RETENTION: EVENT (CURRENT YEAR) + 1 YEAR AND DESTROY CONFIDENTIAL.

ENAG2000. **FARM SERVICE AGENCY REPORT** **EVT** **DEST** **Y**
INCLUDES FARM SERVICE AGENCY (FSA) STUDENT REQUIREMENTS, PROGRESS REPORTS, LOAN PAYMENT ABILITY TRACKING.
RETENTION: EVENT (UNTIL FSA REQUIREMENT IS COMPLETE) AND DESTROY CONFIDENTIAL.

ENAG2010. **TRACTOR SAFETY** **EVT+2** **DEST** **Y**
INCLUDES COMPLETION AND NON COMPLETION RECORDS FOR TRACTOR SAFETY SESSIONS THAT LAKESHORE TECHNICAL COLLEGE OFFERS.
RETENTION: EVENT (16 YEARS OLD) + 2 YEARS AND DESTROY CONFIDENTIAL.

ENAG3000. **NUCLEAR REGULATORY COMMISSION (NRC)** **EVT+5** **DEST** **N**
INCLUDES LETTER OF DISCONTINUATION OF HOLDING SOURCES.
RETENTION: EVENT (LICENSE EXPIRATION) + 5 YEARS AND DESTROY.

Dept #: /292.10/106/ Department Name: FINANCIAL SERVICES

RDA # RDA Title Retention Disposition PII

<u>RDA #</u>	<u>RDA Title</u>	<u>Retention</u>	<u>Disposition</u>	<u>PII</u>
<u>FS010000.</u>	<u>TAX LEVY</u> INCLUDES TAX LEVY CERTIFICATION OF PROPERTY TAX LEVIES AND TAX APPORTIONMENT. RETENTION: FIS + 7 YEARS AND DESTROY CONFIDENTIAL.	<u>FIS+7</u>	<u>DEST</u>	<u>N</u>
<u>FS010010.</u>	<u>SALES AND USE TAX</u> INCLUDES TAX REPORTS - WISCONSIN SALES AND USE TAX REPORT. RETENTION: CR + 7 YEARS AND DESTROY CONFIDENTIAL	<u>CR+7</u>	<u>DEST</u>	<u>N</u>
<u>FS020000.</u>	<u>GENERAL LEDGER ANNUAL REPORT</u> GENERAL LEDGER INFORMATION ANNUAL REPORT SUBMITTED TO THE WISCONSIN TECHNICAL COLLEGE SYSTEM. RETENTION: FIS + 3 YEARS AND DESTROY CONFIDENTIAL.	<u>FIS+3</u>	<u>DEST</u>	<u>N</u>
<u>FS100000.</u>	<u>FISCAL ADMINISTRATION RECORDS</u> RECORDS INCLUDE ALL WRITTEN PROCEDURES, RELATED DOCUMENTATION PERTAINING TO FINANCIAL CONTROLS AND PROCESSES, AND FISCAL AND ACCOUNTING RELATED MANUALS. RETENTION: EVENT(EVENT WHEN SUPERSEDED) + 4 YEARS AND DESTROY.	<u>EVT+4</u>	<u>DEST</u>	<u>N</u>
<u>FS101000.</u>	<u>ROUTINE INTERNAL STATUS AND ACTIVITY REPORTS</u> RECORDS INCLUDE INTERNAL STATISTICAL AND NARRATIVE REPORTS ON ROUTINE FISCAL AND ACCOUNTING OPERATIONS, INCLUDING WEEKLY, MONTHLY, AND QUARTERLY REPORTS FOR OPERATIONS, MANAGEMENT ANALYSIS, AND PLANNING. RETENTION: FIS + 1 YEAR AND DESTROY.	<u>FIS+1</u>	<u>DEST</u>	<u>N</u>
<u>FS102000.</u>	<u>AUDIT DOCUMENTATION: REGULARLY-OCCURRING AUDIT CYCLES AND RE</u> RECORDS INCLUDE ALL DOCUMENTATION RELATED TO REGULARLY OCCURRING AUDITS, INCLUDING REPORTS, AGENCY/OFFICE RESPONSES, AND FINDINGS. REGULAR AUDITS INCLUDE A-133 AND CAFR (COMPREHENSIVE ANNUAL FINANCIAL REPORT) AUDITS. AUDIT RELATED DOCUMENTATION THAT EXPLAINS INTERNAL CONTROL POLICIES AND PROCEDURES, INCLUDING BUT ARE NOT LIMITED TO: MEMOS, BULLETINS, AND MANUALS. ALSO INCLUDES YEAR END ACCOUNT RECONCILIATION REPORTS AND SUPPORTING DOCUMENTATION THAT WILL BE RETAINED WITH THE ANNUAL FINANCIAL REPORT AND DOCUMENTATION RELATING TO REQUESTS FOR SIGNATURE AUTHORITY FOR CHECKS, WIRE TRANSFERS, AND ACH TRANSACTIONS. RETENTION: FIS + 4 YEARS AND DESTROY CONFIDENTIAL	<u>FIS+4</u>	<u>DEST</u>	<u>Y</u>
<u>FS103000.</u>	<u>AUDIT DOCUMENTATION: IRREGULARLY-OCCURRING AUDIT CYCLES</u> RECORDS INCLUDE ALL DOCUMENTATION RELATING TO INFREQUENT AUDITS, INCLUDING REPORTS RELATED TO THE AUDIT REQUEST, AGENCY/OFFICE RESPONSES, FINDINGS, AND LEGISLATIVE AUDIT BUREAU DOCUMENTATION. (AT LAKESHORE TECHNICAL COLLEGE THIS INCLUDES SALE TAX AUDIT AND GRANT AUDITS). RETENTION: CR + 10 YEARS AND DESTROY CONFIDENTIAL.	<u>CR+10</u>	<u>DEST</u>	<u>Y</u>
<u>FS104000.</u>	<u>AUTHORIZATION FOR ACCESS / FORMS</u> RECORDS INCLUDE APPLICATIONS, AUTHORIZATIONS, CARDHOLDER AGREEMENTS, AND RELATED FORMS USED TO ESTABLISH ACCOUNTS. AUTHORIZATIONS MAY RELATE TO, BUT ARE NOT LIMITED TO, PURCHASING CARDS AND OTHER AUTHORIZATIONS LIKE BANK ACCESS, FINANCIAL AID DRAWDOWN, AND OTHER FINANCIAL WEBSITES. RETENTION: EVENT(FISCAL YEAR IN WHICH ACCOUNT WAS INACTIVATED) + 4 YEARS AND DESTROY CONFIDENTIAL.	<u>EVT+4</u>	<u>DEST</u>	<u>Y</u>
<u>FS200000.</u>	<u>LEASE AGREEMENTS</u> RECORDS INCLUDE: LEASE AGREEMENTS ON EQUIPMENT. RETENTION: EVENT(EXPIRATION) + 3 YEARS AND DESTROY.	<u>EVT+3</u>	<u>DEST</u>	<u>N</u>
<u>FS201000.</u>	<u>CAPITAL PROPERTY RECORDS</u> STATE APPROVED SUBMITTALS FOR PROPERTY LEASES. RETENTION: EVENT(LEASE ENDS) + 7 YEARS AND DESTROY.	<u>EVT+7</u>	<u>DEST</u>	<u>N</u>

RDA #	RDA Title	Retention	Disposition	PII
<u>FS202000.</u>	<u>LAND ACQUISITION</u> LAND ACQUISITION - STATE APPROVED SUBMITTALS. RETENTION: EVENT(AFTER SOLD DATE) + 7 YEARS AND DESTROY.	<u>EVT+7</u>	<u>DEST</u>	<u>N</u>
<u>FS203000.</u>	<u>DEEDS, TITLES, AND TRANSFERS OF BUILDINGS AND LAND</u> DEEDS, TITLES, AND TRANSFERS OF BUILDINGS AND LAND OWNED BY LAKESHORE TECHNICAL COLLEGE. RETENTION: EVENT(AFTER DISPOSAL) + 7 YEARS AND DESTROY.	<u>EVT+7</u>	<u>DEST</u>	<u>N</u>
<u>FS300000.</u>	<u>EXPENDITURES: ACCOUNTS PAYABLE RECORDS</u> RECORDS INCLUDE ALL SUPPORTING RECORD RELATING TO THE PURCHASES OF GOODS OR SERVICES. THESE RECORDS MAY INCLUDE, BUT ARE NOT LIMITED TO, VOUCHERS (BOTH REGULAR AND STUDENT VENDORS), W-9'S, INVOICES, TRAVEL EXPENSE REPORTS AND ATTACHED RECEIPTS, AND PURCHASE ORDERS. (INCLUDES RECEIVING REPORTS WHEN AVAILABLE AND INCLUDES QUOTES). RETENTION: FIS + 6 YEARS AND DESTROY CONFIDENTIAL.	<u>FIS+6</u>	<u>DEST</u>	<u>Y</u>
<u>FS301000.</u>	<u>1099 TAX FORMS SENT</u> TAX REPORTS - 1099 MISCELLANEOUS FORMS SENT TO CONSULTANTS. RETENTION: FIS + 7 YEARS AND DESTROY CONFIDENTIAL	<u>FIS+7</u>	<u>DEST</u>	<u>Y</u>
<u>FS400000.</u>	<u>ACCOUNTS RECEIVABLE DOCUMENTATION</u> INCLUDES ACCOUNTS RECEIVABLE INVOICE DOCUMENTATION. RETENTION: CR + 7 YEARS AND DESTROY CONFIDENTIAL.	<u>CR+7</u>	<u>DEST</u>	<u>Y</u>
<u>FS401000.</u>	<u>TAX EXEMPT CERTIFICATES</u> TAX EXEMPTION CERTIFICATES RECEIVED FROM OTHER TAX EXEMPT ORGANIZATIONS. RETENTION: EVENT(DATE OF RECEIPT) + 7 YEARS AND DESTROY CONFIDENTIAL.	<u>EVT+7</u>	<u>DEST</u>	<u>Y</u>
<u>FS402000.</u>	<u>1099 TAX FORMS RECEIVED</u> TAX REPORTS - 1099 FORMS - RECEIVED RETENTION: EVENT(CURRENT YEAR) + 1 YEAR AND DESTROY CONFIDENTIAL.	<u>CY+1</u>	<u>DEST</u>	<u>Y</u>
<u>FS403000.</u>	<u>RECEIPTS</u> RECORDS INCLUDE DOCUMENTATION RELATED TO THE RECEIPT OF FUNDS, WHICH MAY INCLUDE BUT ARE NOT LIMITED TO: DEPOSIT FORMS FOR STUDENT CLUBS, DAILY CASHIERING RECONCILIATION, CREDIT CARD RECEIPTS, AND OTHER DOCUMENTATION TO SUPPORT RECEIPTS AND RECONCILIATION. RETENTION: FIS + 6 YEARS AND DESTROY CONFIDENTIAL.	<u>FIS+6</u>	<u>DEST</u>	<u>Y</u>
<u>FS500000.</u>	<u>STOP PAYMENT / VOIDED / CANCELLED CHECKS</u> RECORDS INCLUDE REQUESTS FOR STOP PAYMENTS AND RELATED CORRESPONDENCE AND REPORTS. ALSO INCLUDED IS ALL DOCUMENTATION RELATING TO UNPAID ITEMS, SUCH AS REQUESTS FOR RE-ISSUANCE OF CHECKS, AS WELL AS ALL REPORTS, LOGS, FOLLOW-UP LETTERS AND SUPPLEMENTAL DOCUMENTATION FOR STALE DATED CHECK FOLLOW-UP, VOIDS, AND REISSUES. RETENTION: FIS + 6 YEARS AND DESTROY CONFIDENTIAL.	<u>FIS+6</u>	<u>DEST</u>	<u>Y</u>
<u>FS501000.</u>	<u>BANK AND INVESTMENT STATEMENTS: ALL ACCOUNTS</u> RECORDS INCLUDE ALL BANK STATEMENTS, INVESTMENT STATEMENTS, AND DOCUMENTATION FOR RECONCILIATION. ALSO INCLUDED ARE BANK ANALYSIS REPORTS AND MERCHANT SERVICES ANALYSES REPORTS FOR THE LAKESHORE TECHNICAL COLLEGE'S MERCHANT ACCOUNTS. RETENTION: FIS + 6 YEARS AND DESTROY CONFIDENTIAL.	<u>FIS+6</u>	<u>DEST</u>	<u>N</u>
<u>FS600000.</u>	<u>GENERAL OBLIGATION DEBT RECORDS</u>	<u>EVT+3</u>	<u>DEST</u>	<u>N</u>

Dept #: /292.10/106/ Department Name: FINANCIAL SERVICES

RDA # RDA Title Retention Disposition PII

INCLUDES DEBT - GENERAL OBLIGATION PROMISSORY NOTES AND BONDS AND RELATED MATERIALS (INCLUDES AUTHORIZATIONS, OFFICIAL TRANSCRIPTS "RECORD BOOK", OFFERING STATEMENT, AND PROMISSORY NOTES). INCLUDE ALL SUPPORTING DOCUMENTATION FOR PRINCIPAL AND INTEREST PAYMENTS, INCLUDING CORRESPONDENCE AND REPORTS. INFORMATION SHOWING HOW THE PROCEEDS OF THE NOTES, INCLUDING INVESTMENT EARNINGS ON THE NOTES, ARE SPENT, WHICH MAY INCLUDE INVOICES AND CHECKS OR OTHER VERIFIABLE INFORMATION. RECORDS REGARDING THE USE OF THE PROJECT, INCLUDING ANY PRIVATE BUSINESS USE. RECORDS, CERTIFICATIONS, AND OPINIONS RELATING TO ANY CHANGE OF USE OF THE PROJECT, INCLUDING REMEDIAL ACTION CERTIFICATES AND OPINIONS. DOCUMENTATION PERTAINING TO ANY INVESTMENT OF PROCEEDS OF THE NOTES (FOR EXAMPLE BANK OR ACCOUNT STATEMENTS, CONFIRMATIONS FOR THE PURCHASE AND SALE OF SECURITIES, YEILD CALCULATIONS FOR EACH CLASS OF INVESTMENTS, ACTUAL INVESTMENT INCOME RECEIVED ON INVESTMENT OF PROCEEDS, GUARANTEED INVESTMENT CONTRACTS AND REBATE CALCULATIONS).

NOTE REGARDING RETENTION: 3 YEARS AFTER FINAL PAYMENT OF THE NOTES OR THE FINAL PAYMENT OF ANY ISSUE OR ISSUES OF TAX-EXEMPT BONDS OR NOTES REFUNDING THE NOTES. NOTE REGARDING REFUNDING: IF THE NOTES ARE REFUNDED IN THE FUTURE, THE DISTRICT SHOULD KEEP THE INFORMATION NOTED IN THE RECORD DESCRIPTION UNTIL 3 YEARS AFTER THE FINAL REDEMPTION OF THE REFUNDING OBLIGATION.

WI STATUTE 59.52(4)(A)(8), WI MUN REC MAN PG 43-44

RETENTION: EVENT(AFTER FINAL PAYMENT) + 3 YEARS AND DESTROY CONFIDENTIAL.

FS700000. **GENERAL LEDGER TRANSACTIONS** **FIS+6** **DEST** **N**

RECORDS INCLUDE ALL SUPPORTING DOCUMENTATION FOR JOURNAL UPLOADS OR ENTRIES. THESE MAY INCLUDE, BUT ARE NOT LIMITED TO, INTERNAL TRANSFERS (CHARGEBACKS), PAYMENT TRANSFERES, REVENUE TRANSFERS, BUDGET TRANSFERS, AND BUDGET ENTRIES FOR PROJECTS. ALSO INCLUDED IS DOCUMENTATION SUPPORTING THE ALLOCATION OF PURCHASING CARD EXPENDITURES, AS WELL AS SUPPORTING DOCUMENTATION FOR PROJECT BUDGETS.

RETENTION: FIS + 6 YEARS AND DESTROY CONFIDENTIAL.

FS800000. **CAPITAL ASSET INVENTORY AND PROPERTY RECORDS** **EVT+3** **DEST** **N**

RECORDS INCLUDE DOCUMENTATION THAT IDENTIFIES PROPERTY AND TRACKS ITS DISPOSITION. INCLUDED ARE REQUESTS FOR DISPOSAL OF PROPERTY, RECEIPTS, AND DOCUMENTATION THAT DESCRIBES THE PROPERTY AND THE PROPOSED METHOD OF DISPOSITION. REOCRDS MAY ALSO INCLUDE ACQUISITION INFORMATION AND DEPRECIATION SCHEDULES.

RETENTION: EVENT(DATE OF DISPOSITION) + 3 YEARS AND DESTROY CONFIDENTIAL.

FS900000. **GRANT FOLDERS: FEDERAL AND STATE** **EVT+6** **DEST** **N**

RECORDS INCLUDE TRANSMITTALS (CLAIM REPORTS), AWARDS, NOTIFICATIONS, BUDGETS, AND ALL OTHER FINANCIAL DOCUMENTATION RELATED TO GRANTS FUNDED BY FEDERAL AND STATE REVENUE.

RETENTION: EVENT(DATE OF SUBMISSION OF FINANCIAL REPORT) + 6 YEARS AND DESTROY CONFIDENTIAL.

FS901000. **INDIRECT COST RATE** **EVT+6** **DEST** **N**

RECORDS INCLUDE ALL DOCUMENTATION USED TO SUBMIT TO UNITED STATES DEPARTMENT OF HEALTH AND HUMAN SERVICES FOR APPROVAL FOR THE INDIRECT COST RATE FOR FEDERAL GRANTS.

RETENTION: EVENT(FISCAL YEAR OF GRANTS AWARDING) + 6 YEARS AND DESTROY CONFIDENTIAL.

Dept #: /292.10/107/ Department Name: GENERAL EDUCATION

RDA # RDA Title Retention Disposition PII

GENED100. **GENERAL EDUCATION AND BASIC SKILLS STATISTICS** **EVT** **DEST** **N**

INCLUDES GENERAL EDUCATION AND BASIC SKILLS STATISTICS YEARLY REPORT CONSISTING OF LAB ATTENDANCE, STUDENT DEMOGRAPHIC, STUDENT TERMINATIONS BY GRANT, DISLOCATED WORKER DATA.

RETENTION: EVENT(UNTIL SUPERCEDED) AND DESTROY.

Dept #: /292.10/107/ Department Name: GENERAL EDUCATION

<u>RDA #</u>	<u>RDA Title</u>	<u>Retention</u>	<u>Disposition</u>	<u>PII</u>
<u>GENED200.</u>	<u>REGISTRATION CASHIERING</u>	<u>FIS+3</u>	<u>DEST</u>	<u>N</u>
	INCLUDES REGISTRATION/CASHIERING PAPERWORK FOR RECEIPTS THAT OCCUR AT THE MANITOWOC AND SHEBOYGAN JOB CENTERS WHICH ARE ADDITIONAL LOCATIONS THAT LAKESHORE TECHNICAL OPERATES AND PROVIDE SERVICES.			
	RETENTION: FIS + 3 YEARS AND DESTROY CONFIDENTIAL.			
<u>GENED300.</u>	<u>CHEMICAL HYGIENE PLAN</u>	<u>EVT+7</u>	<u>DEST</u>	<u>N</u>
	CHEMICAL HYGIENE PLAN FOR SAFE HANDLING OF CHEMICALS IN THE CHEMISTRY LAB.			
	RETENTION: EVENT(UNTIL SUPERCEDED) + 7 YEARS			
<u>GENED400.</u>	<u>OVERSEAS TRAVEL</u>	<u>EVT+1</u>	<u>DEST</u>	<u>Y</u>
	THIS RECORD SERIES INCLUDES THE FOLLOWING DOCUMENTATION PERTAINING TO OVERSEAS TRAVEL: INFORMATION RELATED TO STUDENT STIPENDS FOR INTERNATIONAL TRAVEL (NOTE: THIS RECORD IS NOT CONNECTED WITH THE FINANCIAL SERVICES RDA AND PERTAINS TO THE GENERAL EDUCATION GLOBAL EDUCATION DEPARTMENT ONLY), STUDENT APPLICATIONS FOR OVERSEAS TRAVEL AND CONTINUOUS LIST OF STUDY ABROAD PROGRAM NAMES, STUDENT NAMES, NUMBER PARTICIPATING, DATES OF THE PROGRAM, COURSE REGISTRATION, MEDICAL INFORMATION, NAMES OF ROOMATES, BIOGRAPHICAL INFORMATION, AND STUDY ABROAD/STUDENT EXCHANGE PROGRAM INFORMATION (HOLD HARMLESS AGREEMENT, AIR FARE AGREEMENT, EMERGENCY CONTACT, PARTICIPANT CONDUCT AGREEMENT, HEALTH AND ACCIDENT INSURANCE FORM, HEALTH STATEMENT).			
	NOTE INTERNATIONAL TRAVEL EXCAHNGE IS LESS THAN 1 MONTH IN DURATION. INCLUDES APPLICATIONS AND SIGNED AGREEMENTS FOR HOST FAMILY APPLICATIONS THRU THE COLLEGE.			
	RETENTION: EVENT(TRAVEL COMPLETE) + 1 YEAR AND DESTROY CONFIDENTIAL.			
<u>GENED500.</u>	<u>COURSE EVALUATIONS</u>	<u>CR+7</u>	<u>DEST</u>	<u>Y</u>
	INCLUDES STUDENT COURSE EVALUATIONS FOR GOAL ORIENTED ADULT LEARNING (GOAL) WHICH IS USED FOR ONSITE PROGRAM REVIEWS. (NOTE THIS IS NOT A RECORD WITHIN THE ORGANIZATION DEVELOPMENT CENTER RDA).			
	RETENTION: CR + 7 YEARS AND DESTROY CONFIDENTIAL.			

Dept #: /292.10/108/ Department Name: INFORMATION TECHNOLOGY

<u>RDA #</u>	<u>RDA Title</u>	<u>Retention</u>	<u>Disposition</u>	<u>PII</u>
<u>IT000100.</u>	<u>INFORMATION TECHNOLOGY PROJECT PLANS AND CHARTERS</u>	<u>EVT+5</u>	<u>DEST</u>	<u>N</u>
	THIS RECORD SERIES INCLUDES RECORDS PERTAINING TO DEVELOPMENT, REDESIGN OR MODIFICATION OF A COMPUTER SYSTEM OR APPLICATION. THE FOLLOWING ARE INCLUDED, BUT IS NOT LIMITED: PRE-PROJECT PLANS: THIS SERIES CONSITS OF PRE-PROJECT PROPOSALS, COST BENEFIT ANALYSIS, RISK ASSESSMENTS, SIGN-OFF AND DECISION DOCUMENTS, AND FIT/GAP ANALYSIS FOR PROJECT WORK, PROGRESS REPORTS, PLANS AND ACCOMPLISHMENTS.			
	PROJECT CHARTERS: INCLUDING SCOPE, REQUIREMENTS, ROLES, TIMELINE, BUDGET, CONTROL STRATEGIES			
	PROJECT PLANS: INCLUDING WORK BREAKDOWN STRUCTURE, STAFFING, SCHEDULE, BUDGET, COMMUNICATION PLAN, CHANGE MANAGEMENT PLAN, CHANGE MANAGEMENT RISK PLAN, SUPPORT TRANSITION PLAN.			
	ALSO INCLUDED IS PROJECT SUPPLEMENTARY DOCUMENTATION INCLUDING BUT NOT LIMITED TO: STATUS REPORTS (CHANGE LOGS, DATA CLEANUP PROCEDURES AND STATS, CODE MIGRATION PROCEDURES, TRANSITION TO PRODUCTION TASKS, AUTHORIZATION SETUP, PROCESS SCHEDULING, POST-IMPLEMENTATION REVIEW); WORKFLOW (WORKFLOW DIAGRAMS, DATA DEFINITIONS, DATA CONVERSION MAPPINGS, NAMING STANDARDS, ARCHITECTURE DIAGRAMS AND FILE DESIGNS); TEST PLANS (INCLUDING PROCESSING TEST RESULTS, ACCESSIBILITY COMPLIANCE RESULTS, DATA CONVERSION RESULTS).			
	RETENTION: EVENT(PROJECT COMPLETION) + 5 YEARS AND DESTROY.			
<u>IT000200.</u>	<u>OPERATING SYSTEM AND HARDWARE MIGRATION CONVERSION PLANNING</u>	<u>EVT+5</u>	<u>DEST</u>	<u>N</u>
	THIS SERIES CONSISTS OF PLANNING DOCUMENTATION FOR MIGRATION OF DATA FROM ONE SYSTEM TO ANOTHER SYSTEM DONE WHEN SYSTEMS ARE UPGRADED OR A NEW SYSTEM IS IMPLEMENTED. THIS INCLUDES CODE MIGRATION			

Dept #: /292.10/108/ Department Name: INFORMATION TECHNOLOGY

<u>RDA #</u>	<u>RDA Title</u>	<u>Retention</u>	<u>Disposition</u>	<u>PII</u>
	PROCEDURES. RETENTION: EVENT(COMPLETION OF CONVERSION) + 5 YEARS AND DESTROY.			
<u>IT000300.</u>	<u>NETWORK ARCHITECTURE & CONFIGURATION</u>	<u>EVT+5</u>	<u>DEST</u>	<u>N</u>
	NETWORK ARCHITECTURE AND CONFIGURATION DOCUMENTATION INCLUDING A MASTER LAYOUT OF NETWORK COMMUNICATION AND NETWORK INFRASTRUTURE. RETENTION: EVENT(DISCONTINUANCE OF SYSTEM) + 5 YEARS AND DESTROY.			
<u>IT000400.</u>	<u>COMPUTER & INFORMATION SYSTEMS LOGS</u>	<u>EVT+0/1</u>	<u>DEST</u>	<u>N</u>
	THIS RECORD SERIES CONSISTS OF FIREWALL LOGS, SYSTEM LOGS, NETWORK LOGS, OR OTHER LOGS USED TO MAINTAIN THE INTEGRITY AND SECURITY OF THE COLLEGE'S COMPUTER SYSTEMS. RETENTION: EVENT(INCIDENT OR SECURITY ALERT) + 30 DAYS AND DESTROY.			
<u>IT000500.</u>	<u>DISASTER RECOVERY RECORDS</u>	<u>EVT+0/1</u>	<u>DEST</u>	<u>N</u>
	INVENTORY OF SERVERS, COUNT OF LAPTOPS, AND DESKTOPS, AND ASSETS OVER \$500 IN SUPPORT OF DISASTER RECOVERY PLANNING. RETENTION: EVENT(UNTIL SUPERCEDED) AND DESTROY			
<u>IT000600.</u>	<u>COMPUTER & INFORMATION INCIDENT SYSTEMS LOG</u>	<u>EVT+5</u>	<u>DEST</u>	<u>N</u>
	THIS RECORD SERIES CONSISTS OF SECURITY AND/OR INCIDENTS AND THE FOLLOWING LOGS: FIREWALL LOGS, SYSTEM LOGS, NETWORK LOGS, OR OTHER LOGS USED TO MAINTAIN THE INTEGRITY AND SECURITY OF THE COLLEGE'S COMPUTER SYSTEMS. RETENTION: EVENT(INCIDENT OR SECURITY ISSUE RESOLUTION) + 5 YEARS AND DESTROY			

Dept #: /292.10/109/ Department Name: INSTRUCTION ADMINISTRATION

<u>RDA #</u>	<u>RDA Title</u>	<u>Retention</u>	<u>Disposition</u>	<u>PII</u>
<u>INST1000.</u>	<u>CORRESPONDENCE BETWEEN FACULTY AND STUDENTS</u>	<u>EVT+0/6</u>	<u>DEST</u>	<u>Y</u>
	CORRESPONDENCE TO AND FROM FACULTY REGARDING STUDENT ISSUES AND ALSO INCLUDES CORRESPONDENCE BETWEEN FACULTY AND STUDENTS IN ANY FORM RELATING TO COURSEWORK, AS RETAINED BY ACADEMIC DEPARTMENTS TO SERVE AS SOURCE DOCUMENTS FOR SUBMITTED OFFICIAL GRADES. RETENTION: EVENT(GRADUATION OR LAST ATTENDANCE) + 6 MONTHS AND DESTROY CONFIDENTIAL			
<u>INST1010.</u>	<u>GENERAL EDUCATION DEGREE (GED) FORMS</u>	<u>CR+2</u>	<u>DEST</u>	<u>Y</u>
	INCLUDES: SPECIAL ACCOMMODATION FORMS, DEPARTMENT PUBLIC INSTRUCTION FORMS, TRANSCRIPT REQUEST FORMS, ATTENDANCE LOGS, PRE-2002 COMPLETERS/INCOMPLETES OFFICE FORMS/REPORTS, CAREER PLANNING WORKSHOP INTAKE FORMS, AND ORIENTATION FORMS. RETENTION: CR + 2 YEARS AND DESTROY CONFIDENTIAL			
<u>INST1020.</u>	<u>ACADEMIC SUPPORT CENTER STUDENT DATA</u>	<u>EVT+7</u>	<u>DEST</u>	<u>Y</u>
	INCLUDES STUDENT LOGIN DATA FOR ACADEMIC SUPPORT CENTER SERVICES AND DEMOGRAPHIC FORMS. RETENTION: EVENT(GRADUATION OR LAST ATTENDANCE) + 7 YEARS AND DESTROY CONFIDENTIAL.			
<u>INST2000.</u>	<u>PEER TUTOR</u>	<u>EVT+7</u>	<u>DEST</u>	<u>Y</u>
	PEET TUTOR INFORMATION INCLUDES REQUEST FOR SERVICES, PEER TUTOR APPLICATION, AND DEMOGRAPHIC FORMS. RETENTION: EVENT(GRAUDATION OR LAST ATTENDANCE) + 7 YEARS AND DESTROY CONFIDENTIAL.			
<u>INST3000.</u>	<u>NEW PROGRAM AND CERTIFICATE DEVELOPMENT</u>	<u>CR+3</u>	<u>DEST</u>	<u>N</u>

Dept #: /292.10/109/ Department Name: INSTRUCTION ADMINISTRATION

<u>RDA #</u>	<u>RDA Title</u>	<u>Retention</u>	<u>Disposition</u>	<u>PII</u>
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INCLUDES NEW PROGRAM AND CERTIFICATE DEVELOPMENT PAPERWORK. PROGRAM STATE APPROVALS ARE ALSO INCLUDED. NOTE THIS IS NOT NEW CURRICULUM DEVELOPMENT - THAT IS COVERED WITH THE CURRICULUM RDA.

RETENTION: CR + 3 YEARS AND DESTROY.

<u>INST3010.</u>	<u>PROGRAMS & CERTIFICATES - DISCONTINUED</u>	<u>EVT+7</u>	<u>DEST</u>	<u>N</u>
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INCLUDES PROGRAM MATERIALS RELATED TO SUSPENDED AND DISCONTINUED PROGRAMS.

RETENTION: EVENT(DATE OF DISCONTINUANCE) + 7 YEARS AND DESTROY.

<u>INST4000.</u>	<u>TESTING SERVICES RELEASE OF INFORMATION</u>	<u>EVT+3</u>	<u>DEST</u>	<u>Y</u>
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SHOWING PARTICIPANT'S NAME, IDENTIFICATION NUMBER, DATE, SIGNATURE TO DOCUMENT AUTHORIZATION TO RELEASE INFORMATION SUCH AS TEST RESULTS, TRANSCRIPTS (FOR GENERAL EDUCATION DEGREE OR ACCUPLACER TRANSCRIPTS) & LOG WITH RESPONSE DATES.

RETENTION: EVENT(DATE OF REQUEST FILLED) + 3 YEARS AND DESTROY CONFIDENTIAL.

<u>INST5000.</u>	<u>WORKLOAD</u>	<u>EVT+6</u>	<u>DEST</u>	<u>Y</u>
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INCLUDES INDIVIDUAL WORKLOAD REPORTS FOR FACULTY BY DIVISION (FULL AND PART-TIME LAKESHORE EDUCATION ASSOCIATION FOR ALL DIVISIONS).

RETENTION: EVENT(CURRENT YEAR) + 6 YEARS AND DESTROY CONFIDENTIAL.

Dept #: /292.10/110/ Department Name: MARKETING

<u>RDA #</u>	<u>RDA Title</u>	<u>Retention</u>	<u>Disposition</u>	<u>PII</u>
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<u>MARKE100.</u>	<u>COLLEGE SPEECHES / PRESENTATIONS</u>	<u>CR+3</u>	<u>DEST</u>	<u>N</u>
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OFFICIAL OR FINAL VERSION OF THE SPEECH OR PRESENTATION THAT IS FILED WITH DEPARTMENT RECORDS.

RETENTION: CR + 3 YEARS AND DESTROY.

<u>MARKE101.</u>	<u>CLIPPINGS AND PRESS RELEASES</u>	<u>CR+10</u>	<u>TRANS OTHER</u>	<u>N</u>
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INCLUDES NEWSPAPER CLIPPINGS AND PRESS RELEASES RELATED TO LAKESHORE TECHNICAL COLLEGE PEOPLE, STUDENTS, AND PROGRAMS.

RETENTION: CR + 10 YEARS AND TRANSFER TO LOCAL MANITOWOC/SHEBOYGAN HISTORICAL SOCIETY

<u>MARKE102.</u>	<u>PHOTO RELEASES</u>	<u>CR+5</u>	<u>DEST</u>	<u>Y</u>
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PHOTO/PUBLICATION RELEASE FORM

RETENTION: CR + 5 YEARS AND DESTROY

<u>MARKE103.</u>	<u>ALUMNI</u>	<u>CR+7</u>	<u>DEST</u>	<u>Y</u>
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ALUMNI MAILING LIST, MEMBERSHIP INFORMATION, CONSTITUENCY DATA, PHONE RECORDS, AND EVENT ATTENDANCE.

RETENTION: CR + 7 YEARS AND DESTROY CONFIDENTIAL.

Dept #: /292.10/111/ Department Name: MULTI MEDIA

<u>RDA #</u>	<u>RDA Title</u>	<u>Retention</u>	<u>Disposition</u>	<u>PII</u>
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Dept #: /292.10/111/ Department Name: MULTI MEDIA

RDA # RDA Title Retention Disposition PII

MEDIA100. **PROMOTIONAL MATERIAL** **CR+10** **DEST** **N**

INCLUDES PROMOTIONAL MATERIAL, ALL SCHOOL-IN SERVICE SESSIONS, CABLE PROGRAM, AND STUDENT TESTIMONIALS.

RETENTION: CR + 10 YEARS AND DESTROY CONFIDENTIAL

MEDIA101. **STUDENT PHOTOGRAPHS** **CR+10** **TRANS OTHER** **Y**

INCLUDES PHOTOS AND NEGATIVE OF STUDENTS, SLIDES, CAMPUS, AND FACILITIES.

RETENTION: CR + 10 YEARS AND TRANSFER TO MANITOWOC COUNTY HISTORICAL SOCIETY

MEDIA102. **COLLEGE FOOTAGE** **CR+10** **TRANS OTHER** **Y**

FOOTAGE CAPTURED FOR PROMOTIONAL AND HISTORICAL PURPOSES.

RETENTION: CR + 10 YEARS AND TRANSFER TO MANITOWOC COUNTY HISTORICAL SOCIETY.

Dept #: /292.10/112/ Department Name: ORGANIZATIONAL DEVELOPMENT CENTER

RDA # RDA Title Retention Disposition PII

ODC10000. **JOB SHADOW** **EVT+3** **DEST** **Y**

CONTAINS JOB SHADOW APPLICATIONS.

RETENTION: EVENT(SHADOW COMPLETE) + 3 YEARS AND DESTROY CONFIDENTIAL.

ODC10100. **IN-SERVICE MATERIAL** **CR+10** **DEST** **Y**

INCLUDES IN-SERVICE MATERIAL CONTAINING TRAINING SESSIONS, DETAILED SCHEDULE OF PRESENTATIONS, AND PRESENTORS.

RETENTION: CR + 10 YEARS AND DESTROY CONFIDENTIAL.

ODC10200. **TRAINING COMPLETIONS** **EVT** **DEST** **Y**

INCLUDES TRAINING COMPLETION INFORMATION FOR STAFF AND WISCONSIN TECHNICAL COLLEGE SYSTEM CERTIFICATION COURSE COMPLETION CERTIFICATES.

RETENTION: EVENT(CURRENT YEAR) + 7 YEARS AND DESTROY CONFIDENTIAL.

ODC10300. **NEW EMPLOYEE ORIENTATION** **CY+7** **DEST** **Y**

INCLUDES ORIENTATION MATERIALS, SCHEDULES, AND SUPPORTING DOCUMENTATION FOR NEW EMPLOYEE ORIENTATION ACTIVITIES AND ATTENDANCE.

RETENTION: EVENT (CURRENT YEAR) + 7 YEARS AND DESTROY CONFIDENTIAL

ODC10400. **HAZARDOUS COMMUNICATION AND EMPLOYEE'S RIGHT TO KNOW COURSE** **EVT+30** **DEST** **Y**

INCLUDES DOCUMENTATION OF NEW HIRE ONLINE COURSES. MATERIAL SAFETY DATA SHEETS (MSDS) AND POSTERS REQUIRED BY OCCUPATIONAL SAFETY AND HEALTH ACT (OSHA) CONTAINING PHYSICAL AND HEALTH HAZARDS OF EACH HAZARDOUS SUBSTANCE USED IN THE WORKPLACE.

RETENTION: EVENT (SEPARATION FROM EMPLOYMENT) + 30 YEARS AND DESTROY CONFIDENTIAL.

Dept #: /292.10/113/ Department Name: WORKFORCE SOLUTIONS

RDA # RDA Title Retention Disposition PII

Dept #: /292.10/113/ Department Name: WORKFORCE SOLUTIONS

<u>RDA #</u>	<u>RDA Title</u>	<u>Retention</u>	<u>Disposition</u>	<u>PII</u>
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<u>WFS10000.</u>	<u>COMMUNITY BASED RESIDENTIAL FACILITY TEST SCORES</u>	<u>CY+4</u>	<u>DEST</u>	<u>Y</u>
INCLUDES STUDENT PASS INFORMATION (SIMILAR TO STUDENT GRADES) SUBMITTED TO THE UNIVERSITY OF WISCONSIN OSHKOSH FOR COMMUNITY BASED RESIDENTIAL FACILITY (CBRF) CLASS.				
RETENTION: EVENT(CURRENT YEAR) + 4 YEARS AND DESTROY CONFIDENTIAL.				

<u>WFS20000.</u>	<u>INSURANCE AND REAL ESTATE AGENT CONTINUING EDUCATION</u>	<u>CY+3</u>	<u>DEST</u>	<u>Y</u>
INCLUDES RECORDS OF LICENSE NUMBER, CLASS INFORMATION, AND ATTENDANCE FOR INSURANCE AGENTS TO GET CREDIT FOR CONTINUING EDUCATION.				
RETENTION: EVENT(CURRENT YEAR) + 3 YEARS AND DESTROY CONFIDENTIAL.				

Dept #: /292.10/114/ Department Name: WISCONSIN INDIANHEAD LAKESHORE MIDSTATE CONSORTIUM

<u>RDA #</u>	<u>RDA Title</u>	<u>Retention</u>	<u>Disposition</u>	<u>PII</u>
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<u>WILM1000.</u>	<u>WISCONSIN INDIANHEAD LAKESHORE MIDSTATE CONSORTIUM LEGAL</u>	<u>EVT+7</u>	<u>DEST</u>	<u>N</u>
INCLUDES WISCONSIN INDIANHEAD LAKESHORE MIDSTATE CONSORTIUM CONTRACT, LEGAL DOCUMENTS FOR THE CONSORTIUM INCLUDING: BOARD RESOLUTIONS, OPERATING AGREEMENT, AND TERMINATION AGREEMENTS.				
RETENTION: EVENT(AFTER ENTITY IS DISSOLVED) + 7 YEARS AND DESTROY CONFIDENTIAL.				

<u>WILM1010.</u>	<u>WISCONSIN INDIANHEAD LAKESHORE MIDSTATE CONSORTIUM ROLES & R</u>	<u>EVT</u>	<u>DEST</u>	<u>N</u>
INCLUDES ROLES AND RESPONSIBILITIES AND ORGANIZATION CHART DOCUMENTS FOR WISCONSIN INDIANHEAD LAKESHORE MIDSTATE CONSORTIUM.				
RETENTION: EVENT(UNTIL SUPERCEDED) AND DESTROY.				

<u>WILM1020.</u>	<u>WISCONSIN INDIANHEAD LAKESHORE MIDSTATE CONSORTIUM STRATEGIC</u>	<u>EVT+3</u>	<u>DEST</u>	<u>N</u>
INCLUDES WISCONSIN INDIANHEAD LAKESHORE MIDSTATE CONSORTIUM STRATEGIC PLAN.				
RETENTION: EVENT(AFTER SUPERSEDED) + 3 YEARS AND DESTROY.				

<u>WILM2000.</u>	<u>COMPUTER AND INFORMATION SECURITY</u>	<u>EVT+5</u>	<u>DEST</u>	<u>Y</u>
THIS SERIES CONSISTS OF INCIDENTS INVOLVING UNAUTHORIZED VALID ENTRIES AND/OR ATTACKS ON DATA PROCESSING SYSTEMS, INFORMATION TECHNOLOGY SYSTEMS, TELECOMMUNICATION NETWORKS, AND ELECTRIC SECURITY SYSTEMS INCLUDING ASSOCIATED SOFTWARE AND HARDWARE. THIS WOULD INCLUDE OFFICIAL REPORTS AND OTHER DOCUMENTATION IF APPROPRIATE.				
RETENTION: EVENT(INCIDENT RESOLVED) + 5 YEARS AND DESTROY CONFIDENTIAL.				

Dept #: /292.10/115/ Department Name: PRESIDENTS OFFICE

<u>RDA #</u>	<u>RDA Title</u>	<u>Retention</u>	<u>Disposition</u>	<u>PII</u>
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<u>PRESI100.</u>	<u>LAKESHORE TECHNICAL COLLEGE BOARD APOINTMENT</u>	<u>EVT+7</u>	<u>TRANS OTHER</u>	<u>Y</u>
INCLUDES NOTICES, APPLICATION FORMS, MEMOS TO COUNTY BOARD CHAIRS AND CONFIRMATION LETTERS.				
RETENTION: EVENT(ENTITY IS DISSOLVED) + 7 YEARS AND TRANSFER TO MANITOWOC COUNTY HISTORICAL SOCIETY				

<u>PRESI101.</u>	<u>BOARD ORIENTATION</u>	<u>EVT+1</u>	<u>DEST</u>	<u>N</u>
INCLUDES LAKESHORE TECHNICAL COLLEGE BOARD ORIENTATION MATERIAL.				

Dept #: /292.10/115/ Department Name: PRESIDENTS OFFICE

RDA #	RDA Title	Retention	Disposition	PII
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RETENTION: EVENT(AFTER BOARD TERM IS COMPLETED) + 1 YEAR AND DESTROY.

Dept #: /292.10/116/ Department Name: CHILD CARE CENTER

RDA #	RDA Title	Retention	Disposition	PII
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<u>CHILD100.</u>	<u>CHILD CARE CENTER MEDICAL LOG</u>	<u>EVT+7</u>	<u>DEST</u>	<u>Y</u>
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CHILD CARE CENTER MEDICAL LOG WHICH CONTAINS ANY INCIDENTS WHILE CHILDREN ARE ON CAMPUS.

RETENTION: EVENT(CHILD SEPARATION) + 7 YEARS AND DESTROY CONFIDENTIAL.

<u>CHILD101.</u>	<u>CHILD CARE CENTER FINANCIAL ASSISTANCE MATERIALS</u>	<u>CY+4</u>	<u>DEST</u>	<u>Y</u>
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INCLUDES MILK REIMBURSEMENT APPLICATION, AGREEMENT, POLICY STATEMENT THROUGH THE WISCONSIN SCHOOL DAY MILK PROGRAM.

NOTE REGARDING RETENTION: LAKESHORE TECHNICAL COLLEGE'S CHILD CARE CENTER IS LICENSED FOR CHILDREN AGES 2-6 YEARS OLD. REFERENCE WISCONSIN STATE STATUTE 115.343 FOR WISCONSIN SCHOOL DAY MILK PROGRAM REQUIREMENTS, EACH PROVIDER IS REQUIRED TO KEEP THIS AGREEMENT. REFERENCE WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION CHILD NUTRITION PROGRAM'S (FNS) WEBSITE FOR MORE INFORMATION: [HTTP://FNS.DPI.WI.GOV/FNS_MILK1](http://fns.dpi.wi.gov/fns_milk1)

RETENTION: EVENT(CURRENT YEAR) + 4 YEARS AND DESTROY CONFIDENTIAL

<u>CHILD102.</u>	<u>MILK REIMBURSEMENT</u>	<u>CY+4</u>	<u>DEST</u>	<u>Y</u>
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INCLUDES MILK REIMBURSEMENT APPLICATION, AGREEMENT, POLICY STATEMENT THROUGH THE WISCONSIN SCHOOL DAY MILK PROGRAM.

RETENTION: NOTE REGARDING RETENTION: LAKESHORE TECHNICAL COLLEGE'S CHILD CARE CENTER IS LICENSED FOR CHILDREN AGES 2-6 YEARS OLD. REFERENCE WISCONSIN STATE STATUTE 115.343 FOR WISCONSIN SCHOOL DAY MILK PROGRAM REQUIREMENTS, EACH PROVIDER IS REQUIRED TO KEEP THIS AGREEMENT. REFERENCE WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION CHILD NUTRITION PROGRAM'S (FNS) WEBSITE FOR MORE INFORMATION: [HTTP://FNS.DPI.WI.GOV/FNS_MILK1](http://fns.dpi.wi.gov/fns_milk1)

RETENTION: CURRENT YEAR + 4 YEARS AND DESTROY CONFIDENTIAL

<u>CHILD103.</u>	<u>CHILDRENS RECORDS</u>	<u>EVT+6</u>	<u>DEST</u>	<u>Y</u>
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INCLUDES INFORMATION ABOUT CHILDREN IN THE CHILD CARE CENTER REQUIRED BY STATE OF WISCONSIN DEPARTMENT OF CHILDREN AND FAMILIES INCLUDING: REGISTRATIONS, ENROLLMENT INFORMATION, IMMUNIZATIONS, CHILD HEALTH REPORTS, EMERGENCY CONTACT INFORMATION, AND SAFETY CHECKLISTS FOR LICENSING REQUIREMENTS.

NOTE: FINANCIAL SERVICES IS THE RECORD HOLDER FOR CHILD CARE CENTER BILLING RECORDS.

RETENTION: EVENT(SEPARATION & FINANCIAL COMMITMENTS ARE PAID) + 6 YEARS AND DESTROY CONFIDENTIAL.

Dept #: /292.10/117/ Department Name: HUMAN RESOURCES

RDA #	RDA Title	Retention	Disposition	PII
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<u>HR100000.</u>	<u>EMPLOYMENT VERIFICATION REQUEST FORM (EXTERNAL)</u>	<u>CY+3</u>	<u>DEST</u>	<u>Y</u>
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EXTERNAL EMPLOYMENT VERIFICATION REQUEST FORM THAT CONTAINS START DATE, WAGES, RAISE INFORMATION, AND LENGTH OF EMPLOYMENT. THIS FORM ADDRESSES REFERENCE INQUIRIES AND EMPLOYMENT VERIFICATIONS REGARDING PRESENT AND PAST EMPLOYEES FROM SOURCES EXTERNAL TO LAKESHORE TECHNICAL COLLEGE.

RETENTION: CURRENT YEAR + 3 YEARS AND DESTROY CONFIDENTIAL.

RDA #	RDA Title	Retention	Disposition	PII
<u>NURSE100.</u>	<u>HEALTH RECORD STUDENT</u>	<u>EVT+7</u>	<u>DEST</u>	<u>Y</u>
	INCLUDES INDIVIDUAL FOLDERS BY STUDENT NAME DESCRIBING HEALTH AND ILLNESS CONCERNS. INCLUDES CORRESPONDENCE WITH PHYSICIANS REGARDING STUDENT HEALTH.			
	RETENTION: EVENT(FINAL SEMESTER) + 7 YEARS AND DESTROY CONFIDENTIAL.			
<u>NURSE101.</u>	<u>HEALTH RECORD STAFF</u>	<u>EVT+8</u>	<u>DEST</u>	<u>Y</u>
	INCLUDES INDIVIDUAL FOLDERS BY STAFF NAME DESCRIBING HEALTH AND ILLNESS CONCERNS. INCLUDES CORRESPONDENCE WITH PHYSICIANS REGARDING STAFF HEALTH.			
	RETENTION: EVENT(SEPARATION DATE) + 8 YEARS AND DESTROY CONFIDENTIAL			
<u>NURSE102.</u>	<u>STUDENT EMERGENCY CARDS</u>	<u>EVT</u>	<u>DEST</u>	<u>Y</u>
	INCLUDES EMERGENCY CARDS FOR STUDENTS CONTAINING EMERGENCY CONTACT, HOSPITAL PREFERENCE, MEDICAL CONDITION, BLOOD TYPE, AND ALLERGY INFORMATION			
	NOTE REGARDING RETENTION EVENT: UNTIL SUPERSEDED OR UNTIL STUDENT CEASES ENROLLMENT, WHICHEVER SOONER.			
<u>NURSE103.</u>	<u>STAFF EMERGENCY CARDS</u>	<u>EVT</u>	<u>DEST</u>	<u>Y</u>
	INCLUDES EMERGENCY CARDS FOR STAFF CONTAINING EMERGENCY CONTACT, HOSPITAL PREFERENCE, MEDICAL CONDITION, BLOOD TYPE, AND ALLERGY INFORMATION			
	NOTE REGARDING RETENTION EVENT: DESTROY ONCE SUPERCEDED OR UPON EMPLOYMENT SEPARATION, WHICHEVER IS SOONER. DESTROY CONFIDENTIAL			
<u>NURSE104.</u>	<u>STUDENT ACCIDENT SICKNESS HEALTH INSURANCE</u>	<u>EVT+5</u>	<u>DEST</u>	<u>Y</u>
	INCLUDES A LISTING OF STUDENT HEALTH INSURANCE ENROLLMENT AND RENEWAL INFORMATION WHICH INCLUDES COVERAGE SPECIFICATIONS AND POLICY START AND END DATES. NOTE STUDENT ACCIDENT SICKNESS INSURANCE PROVIDER MANAGES CLAIMS, PAYMENTS, AND ALL OTHER INSURANCE RELATED INFORMATION. LAKESHORE TECHNICAL COLLEGE SUPPLIES STUDENTS WITH THE INFORMATION TO ENROLL.			
	RETENTION: EVENT(POLICY EXPIRATION) + 5 YEARS AND DESTROY CONFIDENTIAL			
<u>NURSE105.</u>	<u>OCCUPATIONAL SAFETY HEALTH ACT (OSHA) PROGRAMS AND ROSTERS</u>	<u>CR+30</u>	<u>DEST</u>	<u>Y</u>
	INCLUDES TRAINING PROGRAM INFORMATION FOR: BLOOD BORNE PATHOGENS, PERSONAL PROTECTIVE EQUIPMENT (PPE), HEARING CONVERSATION, RESPIRATORY ANNUAL TRAINING INFORMATION - MANDATED BY OSHA AND CONTAINS A ROSTER OF PARTICIPANTS WHO HAVE COMPLETED THE TRAININGS.			
	NOTE REGARDING RETENTION: 30 YEAR RETENTION IS MANDATED BY THE UNITED STATES DEPARTMENT OF LABOR OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) HTTPS://WWW.OSHA.GOV/PLS/OSHAWEB/OWADISP.SHOW_DOCUMENT?P_TABLE=STANDARDS&P_ID=10027			
	RETENTION: CR + 30 YEARS AND DESTROY CONFIDENTIAL			
<u>NURSE106.</u>	<u>WELLNESS CENTER USAGE LOG</u>	<u>CR+1</u>	<u>DEST</u>	<u>N</u>
	INCLUDES WELLNESS CENTER USAGE STATISTICS FOR STAFF, STUDENTS, AND VILLAGE RESIDENTS REGARDING WELLNESS CENTER USAGE. THIS IS USED ANNUALLY TO PROVIDE SUPPORT FOR WELLNESS INITIATVIES.			
	RETENTION: CR + 1 YEAR AND DESTROY			
<u>NURSE107.</u>	<u>EMERGENCY MEDICAL DIRECTIVES</u>	<u>EVT+8</u>	<u>DEST</u>	<u>Y</u>
	INCLUDES HEALTH EMERGENCY MEDICAL DIRECTIVES WHICH IS LAKESHORE TECHNICAL COLLEGE'S HEALTH AUTHORITY GRANTED BY AN AREA DOCTOR WHO SERVES AS THE COLLEGE MEDICAL ADVISOR FOR THE COLLEGE NURSE TO HAVE AN EXPERT ON CALL TO ASSIST WITH NECESSARY AUTHORIZATION APPROVALS FOR COLLEGE HEALTH SERVICES.			
	RETENTION: EVENT (SEPARATION FROM EMPLOYMENT) + 8 YEARS AND DESTROY CONFIDENTIAL.			
<u>NURSE108.</u>	<u>SIGNIFICANT EXPOSURES</u>	<u>EVT+30</u>	<u>DEST</u>	<u>Y</u>
	INCLUDES MATERIALS RELATED TO SIGNIFICANT EXPOSURES AND INFORMATION REGARDING NEEDLE STICKS, BLOOD SPLASHES, AND EXPOSURE TO BODY FLUIDS.			

Dept #: /292.10/118/ Department Name: COLLEGE NURSE

RDA # RDA Title Retention Disposition PII

NOTE REGARDING RETENTION: 30 YEAR RETENTION IS MANDATED BY THE UNITED STATES DEPARTMENT OF LABOR OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA)
HTTPS://WWW.OSHA.GOV/PLS/OSHAWEB/OWADISP.SHOW_DOCUMENT?P_TABLE=STANDARDS&P_ID=10027

RETENTION: EVENT(EVENT OF EXPOSURE) + 30 YEARS AND DESTROY CONFIDENTIAL

NURSE109. PHYSICAL EXAMINATIONS RESULTS-HIRED STAFF EVT+8 DEST Y

INCLUDES MATERIALS RELATED TO SCHOOL EMPLOYEE EXAMINATIONS - STAFF INITIAL EMPLOYMENT PHYSICAL AND TUBERCULIN (TB) SKIN TEST RESULTS. NOTE THIS IS ONLY APPLICABLE FOR FULL TIME STAFF THAT ARE HIRED. NOT APPLICABLE FOR NON HIRED STAFF. THIS RECORD IS NOT MAINTAINED WITH THE PERSONNAL FILE.

RETENTION: EVENT(SEPARATION FROM EMPLOYMENT) + 8 YEARS AND DESTROY CONFIDENTIAL

NURSE110. HEALTH VERIFICATION FORM CR+10 DEST Y

INCLUDES STUDENT ENTRANCE HEALTH VERIFICATION FORMS FOR STUDENTS WHO PARTICPATE IN OFF-SITE CLINICAL ACTIVITIES. THIS IS FOR STUDENTS IN THE HEALTH OCCUPATION PROGRAM(S) THAT ARE REQUIRED TO PARTICPATE IN A HOSPITAL OR CLINIC ENVIRONMENT.

NOTE THIS IS NOT STORED WITH THE STUDENT HEALTH RECORD. FERPA, HIPAA, SS 146.82

RETENTION: CREATION + 10 YEARS AND DESTROY CONFIDENTIAL

Dept #: /292.10/119/ Department Name: RESEARCH AND PLANNING

RDA # RDA Title Retention Disposition PII

RP100000. QUALITY REVIEW PROCESS (QRP) PROGRAM IMPROVEMENT PLANS CY+6 DEST N

INCLUDES DOCUMENTATION RELATED TO EDUCATIONAL PROGRAMS AND COURSES CONCERNING IMPROVEMENT PLANS BY PROGRAM AS PART OF THE QUALITY REVIEW PROCESS.

NOTE: THE QUALITY REVIEW PROCESS (QRP) WAS DEVELOPED TO EVALUATE EDUCATIONAL PROGRAMS, APPRENTICESHIPS, BASIC AND GENERAL EDUCATION AS WELL AS STUDENT SERVICES IN THE WISCONSIN TECHNICAL COLLEGE (WTF) SYSTEM. COLLEGES NEED TO CONTINUOUSLY REVIEW EACH PROGRAM OVER A PERIOD OF 3-5 YEARS.

RETENTION: EVENT(CURRENT YEAR) + 6 YEARS AND DESTROY

Dept #: /292.10/120/ Department Name: FINANCIAL AID

RDA # RDA Title Retention Disposition PII

FINAID01. MILITARY EDUCATION BENEFITS EVT+4 DEST Y

VARIOUS FORMS AND/OR INSTITUTIONAL APPLICATIONS USED BY THE DEPARTMENT OF FINANCIAL AID TO REQUEST AND MONITOR A SERIES OF FEDERAL AND STATE MILITARY EDUCATION BENEFITS. MAIN CATEGORY OF RECORDS INCLUDE THE FOLLOWING: FEDERAL: VETERANS AFFAIRS (VA) BENEFITS REQUEST FORM, CHANGE OF COURSE LOAD/CREDITS FORM, 22-1995 CHANGE OF PLACE OR PROGRAM (VETS), 22-5490 CHANGE OF PLACE OR PROGRAM (DEPENDENTS) AND STATE: WISCONSIN DEPARTMENT OF VETERANS AFFAIRS 9WDVA) 2029 APPLICATION FOR THE WISCONSIN GI BILL, REQUEST FORM TO ACTIVATE/RE-ACTIVATE WISCONSIN G.I. BILL, REQUEST FORM TO SUSPEND WISCONSIN G.I. BILL, DD214 (REPORT OF SEPARATION), COPIES OF VETERAN'S CARD, COPY OF FEES CHARGED, NOTICE OF BASIC ELIGIBILITY (NOBE), CERTIFICATE OF ELIGIBILITY, PROGRAM PLANNING SHEETS, COPY OF APPLICATION OF BENEFITS, COPY OF LETTER(S) WRITTEN ON BEHALF OF THE VETERAN, COPIES OF CONTRACTS FROM THE VETERANS, DMA FORM 189 (NATIONAL GUARD TUITION REIMBURSEMENT GRANT APPLICATION), WDVA 2200 VETERANS EDUCATION TUITION REIMBURSEMENT GRANT APPLICATION, AND RETRAINING GRANT APPLICATION.

NOTE REGARDING RETENTION: END OF THE AWARD YEAR IN WHICH THE STUDENT LAST ATTENDED.

RETENTION: EVENT(SEE NOTE) + 4 YEARS AND DESTROY CONFIDENTIAL

FINAID02. BUREAU OF INDIAN AFFAIRS CERTIFICATIONS EVT+7 DEST Y

RDA #	RDA Title	Retention	Disposition	PII
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FORMS AND OTHER DOCUMENTATION USED TO REQUEST AND MONITOR FEDERAL BUREAU OF INDIAN AFFAIRS GRANTS, TRIBAL GRANTS, AND WISCONSIN INDIAN GRANTS. THESE RECORDS CONTAIN STUDENT'S NAME, ADDRESS, SOCIAL SECURITY NUMBERS, TRIBE, AND THE YEAR IN COLLEGE, MARITAL STATUS, THE NUMBER OF DEPENDENTS, STUDENT BUDGET, ASSESSED NEED, AWARD, WISCONSIN STATE NATIVE AMERICAN GRANT RECOMMENDATION, AND THE TRIBAL BUREAU OF NATIVE AMERICAN AFFAIRS GRANT RECOMMENDATION. THIS FORM MUST BE SUBMITTED TO THE TRIBE AND STATE OF WISCONSIN IN ORDER FOR STUDENT TO RECEIVE MONEY FROM THEIR TRIBE AND THE STATE.

RETENTION: EVENT(DATE OF APPLICATION) + 7 YEARS AND DESTROY CONFIDENTIAL

<u>FINAID03.</u>	<u>FEDERAL PELL GRANT ELECTRONIC STATEMENTS OF ACCOUNT (ESOA)</u>	<u>EVT+4</u>	<u>DEST</u>	<u>Y</u>
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These are official statements from the federal Department of Education that sets a college's authorization level for the upcoming award year and project adjustments to the college's Title IV program funding needs. ESOAs are produced for the Federal Pell Grant Program. An ESOA also details the amount expended to date. The Department of Education produces an ESOA whenever there is an adjustment to a college's current accepted and posted disbursement amount.

Box 16: Note 34 C.F.R. § 99 and 34 C.F.R. § 668.24 are applicable.

EVENT = End of academic year

<u>FINAID04.</u>	<u>STATE GRANT AND SCHOLARSHIP AWARD ROSTER AND REPORTS</u>	<u>EVT+4</u>	<u>DEST</u>	<u>Y</u>
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REPORTS PROVIDE A METHOD BETWEEN THE HIGHER EDUCATIONAL AIDS BOARD (HEAB) AND THE COLLEGE FOR CHECKING ACCURACY OF DATA. HEAB SENDS TO THE COLLEGE THE STUDENT NAME AND SOCIAL SECURITY NUMBER, AMOUNT OF GRANT, TYPES OF GRANTS, AND LOANS. INFORMATION DETAILS ARE VERIFIED. THE COLLEGE REVIEWS AWARD TYPES AND AMOUNTS BY STUDENT AND CROSS REFERENCES INFORMATION IN THE STUDENT INFORMATION SYSTEM (SIS) TO VERIFY CORRECTNESS AND MAKES CHANGES ACCORDINGLY.

RETENTION: EVENT(AWARD YEAR IN WHICH REPORT WAS SUBMITTED) + 4 YEARS.

<u>FINAID05.</u>	<u>THIRD PARTY STUDENT FUNDS</u>	<u>EVT+4</u>	<u>DEST</u>	<u>Y</u>
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INCLUDES SCHOLARSHIP AND DEPARTMENT OF VOCATIONAL REHABILITATION (DVR) AND THIRD PARTY CONTRACT INFORMATION. DOCUMENTATION INCLUDES: TRAINING GRANTS DOCUMENTATION THROUGH DVR (DVR TRAINING GRANT FORM) TO ASSIST STUDENTS WITH SECURIT POTENTIAL ADDITIONAL FUNDING. THIRD PARTY CONTRACT INFORMATION COULD ALSO INCLUDE SCHOLARSHIPS THAT ARE PAID DIRECTLY TO A STUDENT AND ANY FUNDING A STUDENT RECEIVES THAT IS PAID DIRECTLY TO THEM.

NOTE REGARDING RETENTION: END OF THE AWARD YEAR IN WHICH THE STUDENT LAST ATTENDED.

RETENTION: EVENT(SEE NOTE) + 4 YEARS AND DESTROY CONFIDENTIAL

<u>FINAID06.</u>	<u>DEPARTMENT OF VETERANS AFFAIRS PROGRAM APPROVALS</u>	<u>EVT+4</u>	<u>DEST</u>	<u>Y</u>
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INCLUDES DEPARTMENT OF VETERANS AFFAIRS PROGRAM APPROVALS WHICH COMES FROM THE VETERAN STATE APPROVING AGENCY (SAA). THIS IS DOCUMENTATION OF OFFICIAL PROGRAM APPROVALS THAT LAKESHORE TECHNICAL COLLEGE CAN CERTIFY FOR VETERANS BENEFITS.

NOTE REGARDING RETENTION: END OF THE AWARD YEAR IN WHICH THE STUDENT LAST ATTENDED.

RETENTION: EVENT(SEE NOTE) + 4 YEARS AND DESTROY CONFIDENTIAL

<u>FINAID07.</u>	<u>PROGRAM PARTICIPATION AGREEMENT</u>	<u>EVT+4</u>	<u>DEST</u>	<u>Y</u>
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PROGRAM RECORDS INCLUDING: PROGRAM PARTICIPANT AGREEMENT, APPLICATION PORTION OF THE FISCAL OPERATIONS REPORT AND APPLICATION TO PARTICIPATE (FISAP), ACCREDITING AND LICENSING AGENCY REVIEWS, APPROVALS, AND REPORTS, STATE AGENCY REPORTS, AUDIT AND PROGRAM REVIEW REPORTS, SELF-EVALUATION REPORTS, AND OTHER RECORDS THAT PERTAIN TO FACTORS OF FINANCIAL RESPONSIBILITY AND STANDARDS OF ADMINISTRATIVE CAPABILITY.

NOTE REGARDING RETENTION: FROM THE END OF THE AWARD YEAR IN WHICH THE FISAP IS SUBMITTED 34 CFR 685.309 (C) ALSO APPLIES.

RETENTION: EVENT(SEE NOTE) + 4 YEARS AND DESTROY CONFIDENTIAL

<u>FINAID08.</u>	<u>FISCAL RECORDS PERTAINING TO FINANCIAL AID</u>	<u>EVT+4</u>	<u>DEST</u>	<u>Y</u>
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FISCAL RECORDS PERTAINING TO FINANCIAL AID INCLUDING: RECORDS OF ALL FEDERAL STUDENT AID (FSA), BANK STATEMENTS FOR ALL ACCOUNTS CONTAINING FSA FUNDS, RECORDS OF STUDENT ACCOUNTS INCLUDING EACH STUDENT'S INSTITUTIONAL CHARGES, CASH PAYMENTS, FSA PAYMENTS, CASH DISBURSEMENTS, REFUNDS, RETURNS, AND OVERPAYMENTS REQUIRED FOR EACH ENROLLMENT PERIOD, GENERAL LEDGER (CONTROL ACCOUNTS) AND RELATED SUBSIDIARY LEDGERS THAT IDENTIFY EACH FSA PROGRAM TRANSACTION (FSA TRNSACTIONS MUST BE

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SEPARATE FROM THE COLLEGE'S OTHER FINANCIAL TRANSACTIONS), FISOP PORTION OF THE FISOP PORTION OF THE FISAP (THE FISCAL OPERATIONS REPORT IS PARTS III,IV, V, AND VI OF THE FISAP. YOU MAY SOMETIMES HEAR THESE PARTS BEING REFERRED TO AS THE FISOP), AND RECORDS THAT SUPPORT DATA APPEARING ON REQUIRED REPORTS, SUCH AS: PELL GRANT STATEMENTS OF ACCOUNTS, GRANT AND ADMINISTRATION AND PAYMENT SYSTEM (GAPS) CASH REQUESTS AND QUARTERLY OR MONTHLY REPORTS, FSA PROGRAM RECONCILIATION REPORTS, AUDIT REPORTS AND COLLEGE RESPONSES, STATE GRANT AND SCHOLARSHIP AWARD ROSTERS AND REPORTS, ACCREDITING AND LICENSING AGENCY REPORTS, AND RECORDS USED TO PREPARE THE INCOME GRID ON THE FISAP.

NOTE REGARDING RETENTION: THE END OF THE AWARD YEAR IN WHICH THE STUDENT LAST ATTENDED COLLEGE, 34 CFR 685.309 (C) APPLIES.

RETENTION: EVENT(SEE NOTE) + 4 YEARS AND DESTROY CONFIDENTIAL

<u>FINAID09.</u>	<u>DIRECT AND FEDERAL FAMILY EDUCATION LOAN (FEEL) LOAN PROGRAM I</u>	<u>EVT+4</u>	<u>DEST</u>	<u>Y</u>
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THE FOLLOWING ARE SPECIAL RECORD KEEPING REQUIREMENTS IN THE DIRECT AND FEDERAL FAMILY EDUCATION LOAN (FFEL) LOAN PROGRAMS: A COPY OF PAPER OR ELECTRONIC LOAN CERTIFICATION OR ORIGINATION RECORD, INCLUDING THE AMOUNT OF THE LOAN AND THE PERIOD OF THE ENROLLMENT; THE COST OF ATTENDANCE, ESTIMATED FINANCIAL ASSISTANCE, AND ESTIMATED FAMILY CONTRIBUTION USED TO CALCULATE THE LOAN AMOUNT (ANY OTHER INFORMATION THAT MAY BE REQUIRED TO DETERMINE THE BORROWER'S ELIGIBILITY, SUCH AS THE STUDENT'S FEDERAL PELL GRANT ELIGIBILITY OR INELIGIBILITY); THE DATE(S) THE COLLEGE DISBURSED THE LOAN FUNDS TO THE STUDENT (OR TO THE PARENT BORROWER), AND THE AMOUNT(S) DISBURSED. (FOR LOANS DELIVERED TO THE COLLEGE BY CHECK, THE DATE THE COLLEGE ENDORSED EACH LOAN CHECK, IF REQUIRED).

NOTE REGARDING RETENTION: THE LAST DAY OF THE AWARD YEAR IN WHICH THE STUDENT LAST ATTENDED THE COLLEGE
34 CFR 685.309(C) ALSO APPLIES

RETENTION: EVENT(SEE NOTE) + 4 YEARS AND DESTROY CONFIDENTIAL

<u>FINAID10.</u>	<u>MULTI-YEAR MASTER PROMISSORY NOTE</u>	<u>EVT+4</u>	<u>DEST</u>	<u>Y</u>
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INCLUDES A STATEMENT OF THE CONFIRMATION PROCESS THAT AS PRINTD IN A STUDENT HANDBOOK OR OTHER FINANCIAL AID PUBLICATION FOR THAT COLLEGE YEAR. INCLUDES PERKINS ORIGINAL PROMISSORY NOTES AND ORIGINAL REPAYMENT SCHEDULES.

RETENTION: EVENT(END OF AWARD YEAR) + 4 YEARS AND DESTROY CONFIDENTIAL.

<u>FINAID11.</u>	<u>ADMINISTRATION OF THE FEDERAL STUDENT AID (FSA) PROGRAM RECOR</u>	<u>EVT+4</u>	<u>DEST</u>	<u>Y</u>
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THE FOLLOWING RECORDS ARE MAINTAINED FOR EACH FEDERAL STUDENT AID (FSA) RECIPIENT: THE STUDENT AIR REPORT (SAR) OR INSTITUTIONAL STUDENT INFORMATION RECORD (ISIR) USED TO DETERMINE A STUDENT'S ELIGIBILITY FOR FSA PROGRAMS; APPLICATION DATA SUBMITTED TO THE DEPARTMENT, LENDER, OR GUARANTY AGENCY BY THE COLLEGE ON BEHALF OF THE STUDENT OR PARENT; DOCUMENTATION OF EACH STUDENT'S OR PARENT BORROWER'S ELIGIBILITY FOR FSA PROGRAM FUNDS (E.G., RECORDS THAT DEMONSTRATE THAT THE STUDENT HAS A HIGH COLLEGE DIPLOMA, GENERAL EDUCATIONAL DIPLOMA (GED), OR THE ABILITY TO BENEFIT); DOCUMENTATION OF ALL PROFESSIONAL JUDGMENT DECISIONS; FINANCIAL AID HISTORY INFORMATION FOR TRANSFER STUDENTS; COST OF ATTENDANCE INFORMATION; DOCUMENTATION OF A STUDENT'S SATISFACTORY ACADEMIC PROGRESS (SAP); DOCUMENTATION OF STUDENT'S PROGRAM OF STUDY AND THE COURSES IN WHICH THE STUDENT WAS ENROLLED; DATA USED TO ESTABLISH STUDENT'S ADMISSION, ENROLLMENT STATUS, AND PERIOD OF ENROLLMENT; REQUIRED STUDENT CERTIFICATION STATMENTS AND SUPPORTING DOCUMENTATION; DOCUMENTS USED TO VERIFY APPLICANT DATA AND RESOLVE CONFLICTING INFORMATION; DOCUMENTATION OF AND INFORMATION COLLECTED AT ANY INITIAL OR EXIT LOAN COUNSELING REQUIRED BY APPLICABLE PROGRAM REGULATIONS; AND DOCUMENTATION RELATING TO EACH STUDENT'S OR PARENT'S BORROWER'S RECEIPT OF FSA PROGRAM FUNDS, INCLUDING BUT NOT LIMITED TO: THE AMOUNT OF THE GRANT, LOAN, OR FINANCIAL WORK STUDY (FWS) AWARD; ITS PAYMENT PERIOD; ITS LOAN PERIOD, IF APPROPRIATE; AND THE CALCULATIONS USED TO DETERMINE THE AMOUNT OF GRANT, LOAN, OF FWS AWARD; THE DATE AND AMOUNT OF EACH DISBURSEMENT OF GRANT OR LOAN FUNDS, AND THE DATE AND AMOUNT OF EACH PAYMENT OF FWS WAGES; THE AMOUNT, DATE, AND BASIS OF THE COLLEGE'S CALCULATION OF ANY REFUNDS/RETURNS OR OVERPAYMENTS DUE TO OR ON BEHALF OF THE STUDENT; AND THE PAYMENT OF ANY REFUND/RETURN OR OVERPAYMENT TO THE FSA PROGRAM FUND A LENDER OR THE DEPARTMENT AS APPROPRIATE
34 CFR 682 610 ALSO APPLIES.

RETENTION: EVENT(END OF THE AWARD YEAR) + 4 YEARS AND DESTROY CONFIDENTIAL

<u>FINAID12.</u>	<u>PERKINS LOAN REPAYMENT HISTORY</u>	<u>EVT+4</u>	<u>DEST</u>	<u>Y</u>
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PERKINS LOAN PROGRAM DOCUMENTATION FOR THE REPAYMENT HISTORY FOR EACH BORROWER FOR THAT PROGRAM INCLUDING CANCELLATION AND DERERMENT RECORDS.

NOTE REGARDING RETENTION EVENT THAT INITIATES THE STATE OF THE RETENTION TIME PERIOD: DATE THAT THE LOAN WAS ASSIGNED TO THE UNITED STATE DEPARTMENT OF EDUCATION CANCELLED OR REPAYED.
34 CFR 685.309(C) ALSO APPLIES

Dept #: /292.10/120/ Department Name: FINANCIAL AID

RDA # RDA Title Retention Disposition PII

RETENTION: EVENT(SEE NOTE) + 4 YEARS AND DESTROY

FINAID13. **FEDERAL STUDENT AID (FSA) PROGRAM REPORTS AND FORMS** **EVT+4** **DEST** **Y**

INCLUDES REPORTS AND FORMS USED BY THE COLLEGE ITS PARTICIPATION IN A FEDERAL STUDENT AID (FSA) PROGRAM AND ANY RECORDS NEEDED TO VERIFY DATA THAT APPEAR IN THOSE REPORTS AND FORMS. THIS ALSO INCLUDES ANY RECORDS NECESSARY TO SUPPORT THE COLLEGE'S DATA LIKE THE SOURCE DATA FOR THE INCOME GRID FOR THE FISCAL OPERATIONS REPORT AND APPLICATION TO PARTICIPATE (FISAP).

34 CFR 685.309(C) ALSO APPLIES.

RETENTION: EVENT(END OF THE AWARD YEAR FISAP) IS SUBMITTED + 4 YEARS AND DESTROY CONFIDENTIAL.

FINAID14. **FEDERAL STUDENT AID (FSA) PROGRAM CALCULATION DOCUMENTATION** **EVT+4** **DEST** **Y**

DOCUMENTATION SUPPORTING THE COLLEGE'S CALCULATION OF ITS COMPLETION OR GRADUATION RATES, AND TRANSFER OUT RATES.

34 CFR 685.309 (C) ALSO APPLIES

RETENTION: EVENT(THE END OF AWARD YEAR) + 4 YEARS AND DESTROY CONFIDENTIAL

FINAID15. **STUDENTFINANCIAL AID RECORDS - FOR STUDENTS WITHOUT LOANS** **EVT+4** **DEST** **Y**

THIS RECORD SERIES IS FOR THOSE STUDENT FINANCIAL AID RECORDS IN WHICH THE STUDENT WAS NOT ELIGIBLE OR DID NOT ACCEPT THE LOAN.

RETENTION: EVENT(DATE OF APPLICATION) + 4 YEARS AND DESTROY CONFIDENTIAL

Dept #: /292.10/121/ Department Name: PUBLIC SAFETY

RDA # RDA Title Retention Disposition PII

PUBS1000. **EMERGENCY MEDICAL SERVICES (EMS) TRAINING CENTER** **EVT** **DEST** **N**

INCLUDES EMERGENCY MEDICAL SERVICES (EMS) TRAINING CENTER OPERATIONAL PLAN THAT IS APPROVED BY WISCONSIN DEPARTMENT OF HEALTH SERVICES WHICH CREDENTIALS LAKESHORE TECHNICAL COLLEGE TO PROVIDE EMS EDUCATIONAL OFFERINGS.

NOTE REGARDING RECORD: WISCONSIN DEPARTMENT OF HEALTH SERVICES (110.04(51) IS APPLICABLE.

RETENTION: EVENT(UNTIL SUPERSEDED) AND DESTROY

PUBS1010. **REPORT - EMERGENCY MEDICAL SERVICES (EMS)** **CY+5** **DEST** **Y**

INCLUDES EMERGENCY MEDICAL SERVICES STATE REPORTING - CLASS NAME, INSTRUCTOR, DATE/TIME, STUDENT ROSTER - FORWARDED TO PROPER AGENCY. INCLUDES ESSENTIAL COURSE INFORMATION FOR ENTERING CANDIDATES TRAINING INTO WISCONSIN DEPARTMENT OF HEALTH SERVICES EMS LICENSING.

NOTE REGARDING RECORD: WISCONSIN DEPARTMENT OF HEALTH SERVICES 110.23(1) IS APPLICABLE.

RETENTION: EVENT (CURRENT YEAR) + 5 YEARS AND DESTROY CONFIDENTIAL

PUBS2000. **MOTORCYCLE SAFETY PROGRAM LOCAL SITE RECORDS** **CY+5** **DEST** **Y**

INCLUDES THE FOLLOWING MOTORCYCLE SAFETY PROGRAM LOCAL SITE RECORDS: MATERIALS REQUEST FORM (DT48), PRE/POST INSPECTION (STATE FORM DT102), MAINTENANCE (STATE FORM DT1088), WAIVER AUTHORIZATION (STATE FORM MV3575), DMV SCHOOL APPLICATION (STATE FORM MV3573), MOTORCYCLE SAFETY FOUNDATION (MSF) COMPLETION CARDS, STUDENT RECORDS (STATE FORM DT50), AND OFFICIAL MOTORCYCLE SKILLS TEST WAIVER AUTHORIZATION RECEIVED AT SUCCESSFUL COMPLETION. NOTE LAKESHORE TECHNICAL COLLEGE TEACHES A MOTORCYCLE SAFETY COURSE THROUGH THE PUBLIC SAFETY INSTRUCTION DIVISION.

RETENTION: EVENT (CURRENT YEAR) + 5 YEARS AND DESTROY CONFIDENTIAL

PUBS2010. **CERTIFICATION DOCUMENTATION MOTORCYCLE RIDER** **EVT** **DEST** **Y**

CERTIFICATION DOCUMENTATION THAT ALLOWS LAKESHORE TECHNICAL COLLEGE TO ADMINISTER WISCONSIN MOTORCYCLE SAFETY PROGRAM.

Dept #: /292.10/121/ Department Name: PUBLIC SAFETY

RDA # RDA Title Retention Disposition PII

NOTE REGARDING RECORD: WISCONSIN DEPARTMENT OF TRANSPORTATION 129.08(1) IS APPLICABLE.

RETENTION: EVENT(CURRENT YEAR PLUS PREVIOUS CERTIFICATION) AND DESTROY CONFIDENTIAL

PUBS3000. **STATE SUMMARY/CERTIFICATION APPLICATION FORM** **CY+2** **DEST** **Y**

USED TO TRACK STUDENTS PERFORMANCE IN FIRE SERVICE COURESE THAT PERMIT NATIONAL CERTIFICATION. INCLUDES ADDITIONAL REQUIREMENTS THAT ARE NOT TRACKED IN STUDENT SERVICE RECORDS.

RETENTION: EVENT(CURRENT YEAR) + 2 YEARS AND DESTROY CONFIDENTIAL

PUBS3010. **DEPARTMENT OF TRANSPORTATION INSPECTION RESULTS** **CR+1** **DEST** **N**

INCLUDES ANNUAL DEPARTMENT OF TRANSPORATION (DOT) INSPECTION RESULTS ON FIRE ENGINE/TRUCKS

RETENTION: CR + 1 YEAR AND DESTROY

PUBS3020. **FIRE TRUCK LADDER SAFETY LOAD TEST** **CY+5** **DEST** **N**

INCLUDES LOAD SAFETY TEST RESULTS FOR LADDERS ON FIRE TRUCKS. THESE LADDERS ARE NOT MOUNTED TO THE FIRE TRUCK THEY ARE PORTABLE (GROUND) LADDERS.

NOTE REGARDING RECORD: NFPA 1932: STANDARD ON USE, MAINTENANCE, AND SERVICE TESTING OF IN-SERVICE FIRE DEPARTMENT GROUND LADDERS IS APPLICABLE.

RETENTION: EVENT(CURRENT YEAR) + 5 YEARS AND DESTROY

PUBS3030. **HYDROSTATIC TESTING** **CY+5** **DEST** **N**

INCLUDES HYDROSTATIC TESTING FOR SCBA (SELF CONTAINED BREATHING APPARATUS) FOR FIRE SERVICE. INCLUDES SELF-CONTAINED BREATHING APPARATUS TESTING INFORMATION INCLUDING: SERIAL NUMBERS OF UNITS, PASS/FAIL TESTING RESULTS, AND REPAIRS COMPLETED.

NOTE REGARDING RECORD: 49 CFR 180.205 IS APPLICABLE.

RETENTION: EVENT(CURRENT YEAR) + 5 YEARS AND DESTROY

PUBS4000. **CRIMINAL JUSTICE PROGRAM DOCUMENTATION** **CR+30** **DEST** **Y**

INCLUDES REQUIREMENTS LIST FOR POLICE ACADEMY GRADUATES AND LAW ENFORCEMENT IN SERVICE RECORDS THAT PERTAIN TO REQUIREMENTS TO STAY ACTIVE. RECORD SERIES INCLUDES CURRICULUM THAT WAS TAUGHT WHAT THE STUDENT COMPLETED. THIS IS UNIQUE GRADUATION LIST THAT IS NOT MAINTAINED OR KEPT WITH STUDENT RECORDS. (NOTE REGARDING RETENTION: 30 YEARS IS AVERAGE CAREER LENGTH IN THE CRIMINAL JUSTICE FIELD).

RETENTION: CR + 30 YEARS AND DESTROY CONFIDENTIAL

PUBS5000. **AIR QUALITY TEST RESULTS** **EVT+1** **DEST** **N**

INCLUDES AIR QUALITY TEST RESULTS - ON AIR COMPRESSOR IN PUBLIC SAFETY BUILDING.

RETENTION: EVENT(LAST TEST) + 1 YEAR AND DESTROY

PUBS5010. **EMERGENCY MEDICAL SERVICE / FIRE FILES** **CY+6** **DEST** **Y**

Emergency medical service and fire student files that contain student clinical requirements and state exams. The Emergency Medical Services records verify student completion of coursework used for certification and licensing with the Wisconsin Department of Health. The fire service records verify student coursework completion pertaining to the fire service training requirements delineated by the Wisconsin Technical College System and the Wisconsin Department of Safety and Professional Services.

Box 16: Note FERPA 34 CFR 99 applies

Dept #: /292.10/122/ Department Name: HEALTH AND HUMAN SERVICES

RDA # RDA Title Retention Disposition PII

Dept #: /292.10/122/ Department Name: HEALTH AND HUMAN SERVICES

<u>RDA #</u>	<u>RDA Title</u>	<u>Retention</u>	<u>Disposition</u>	<u>PII</u>
<u>HHS10000.</u>	<u>WISCONSIN DEPARTMENT OF HEALTH & FAMILY SERVICES FOR CERTIFIED</u>	<u>EVT+3</u>	<u>DEST</u>	<u>Y</u>
	INCLUDES CERTIFIED NURSING ASSISTANT INFORMATION SUBMITTED FOR APPROVAL, RECEIVED, CLINICAL SITE INFORMATION, ANNUAL REPORTS, AND NURSING ASSISTANT STATE NUMBERS.			
	RETENTION: EVENT(PROGRAM COMPLETION) + 3 YEARS AND DESTROY CONFIDENTIAL			
<u>HHS20000.</u>	<u>PASSED NURSING STUDENT EVALUATIONS</u>	<u>EVT+0/6</u>	<u>DEST</u>	<u>Y</u>
	INCLUDES CLINICAL EVALUATIONS OF NURSING STUDENTS WHO PASSED THE NATIONAL COUNCIL (OF STATE BOARDS OF NURSING) LICENSURE EXAMINATINO-REGISTERED NURSE.			
	NOTE REGARDING RETENTION NCLEX-RN: NATIONAL COUNCIL OF (STATE BOARDS OF NURSING) LICENSURE EXAMINATION - REGISTERED NURSE.			
	RETENTION: EVENT(UNTIL STUDENT PASSES THE NCLEX-RN EXAM) + 6 MONTHS AND DESTROY CONFIDENTIAL			
<u>HHS20100.</u>	<u>DID NOT PASS NURSING STUDENT EVALUATIONS</u>	<u>CY+7</u>	<u>DEST</u>	<u>Y</u>
	INCLUDES CLINICAL EVALUATIONS OF NURSING STUDENTS FOR STUDENTS THAT DID NOT PASS THE NATIONAL COUNCIL (OF STATE BOARDS OF NURSING) LICENSURE EXAMINATION-REGISTERED NURSE OR WITHDREW FROM THE CLINICAL EDUCATION PROGRAM.			
	RETENTION: EVENT(CURRENT YEAR) + 7 YEARS AND DESTROY CONFIDENTIAL			
<u>HHS30000.</u>	<u>STUDENT TEACHER FIELD EXPERIENCE FILE</u>	<u>EVT+7</u>	<u>DEST</u>	<u>Y</u>
	RECORDS ASSEMBLED THROUGH THE EVALUATION OF STUDENT TEACHERS CONDUCTING THEIR FIELD WORK. RECORDS MAY CONTAIN BUT ARE NOT LIMITED TO: WRITTEN EVALUATIONS OF FIELD SUPERVISORS AND COOPERATING TEACHERS; REMEDIATION PLANS; RECOMMENDATION LETTERS; SIGNED AGREEMENTS WITH DISTRICTS; CORRESPONDENCE. RECORDS KEPT DURING A PROBATIONARY PERIOD OF NEW TEACHERS TO AID IN THEIR PROFESSIONAL DEVELOPMENT PLANS.			
	RETENTION: EVENT(GRADUATION OR SEMESTER OF LAST ATTENDANCE) + 7 YEARS AND DESTROY CONFIDENTIAL			
<u>HHS40000.</u>	<u>LAKESHORE COMMUNITY DENTAL CLINIC DENTAL SCHEDULES</u>	<u>CR+7</u>	<u>DEST</u>	<u>Y</u>
	DAYSHEETS, SCHEDULE THAT SHOWS ALL TRANSACTIONS ENTERED FOR A GIVEN DATE RANGE.			
	RETENTION: CR + 7 YEARS AND DESTROY CONFIDENTIAL			
<u>HHS40100.</u>	<u>LAKESHORE COMMUNITY DENTAL CLINIC DENTAL PATIENT RECORDS</u>	<u>EVT+10</u>	<u>DEST</u>	<u>Y</u>
	PATIENT DENTAL RECORDS INCLUDING: DOCUMENTS RELATED TO THE HISTORY OF PRESENT ILLNESS, CLINICAL EXAMINATION, DIAGNOSIS, TREATMENT DONE, PATIENT CORRESPONDENCE, AND THE PROGNOSIS.			
	RETENTION: EVENT (LAST DATE OF TREATMENT OF INACTIVE PATIENTS) + 10 YEARS AND DESTROY CONFIDENTIAL			

Dept #: /292.10/123/ Department Name: STUDENT SERVICES

<u>RDA #</u>	<u>RDA Title</u>	<u>Retention</u>	<u>Disposition</u>	<u>PII</u>
<u>STU00100.</u>	<u>VETERANS RECORDS FOR ENROLLED STUDENTS</u>	<u>EVT+5</u>	<u>DEST</u>	<u>Y</u>
	RECORDS RELATED TO STUDENT ENROLLMENT FOR FEDERAL/MILITARY BENEFITS SUCH AS APPLICATION, COPIES OF DISCHARGE FORM DD214, VA (VETERANS AFFAIRS) ELIGIBILITY CERTIFICATES, STUDY GRANTS, VA VOCATIONAL REHABILITATION AUTHORIZATION FORMS, VA FEE VOUCHERS, AND CORRESPONDENCE, IN AS FAR AS THESE RECORDS SUPPORT THE ADMISSIONS PROCESS.			
	RETENTION: EVENT(END OF BENFEIT AWARD YEAR) + 5 YEARS AND DESTROY CONFIDENTIAL			
<u>STU00200.</u>	<u>VETERANS RECORDS FOR NOT ENROLLED STUDENTS</u>	<u>EVT+2</u>	<u>DEST</u>	<u>Y</u>
	RECORDS RELATED TO STUDENT ENROLLMENT FOR FEDERAL/STATE MILITARY BENEFITS SUCH AS APPLICATION, COPIES OF DISCHARGE FORM DD214, VA (VETERANS AFFAIRS) ELIGIBILITY CERTIFICATES, STUDY GRANTS, VA VOCATIONAL REHABILITATION AUTHORIZATION FORMS, VA FEE VOUCHERS, AND CORRESPONDENCE, IN AS FAR AS THESE RECORDS SUPPORT THE ADMISSIONS PROCESS.			

RDA #	RDA Title	Retention	Disposition	PII
RETENTION: EVENT(DATE OF APPLICATION) + 2 YEARS AND DESTROY CONFIDENTIAL				
<u>STU00300.</u>	<u>COURSE WAIT LIST</u>	<u>EVT</u>	<u>DEST</u>	<u>Y</u>
LISTS OF STUDENTS WAITING FOR ENROLLMENT OPENING IN AN INDIVIDUAL COURSE BECAUSE THE COURSE HAS REACHED ITS MAXIMUM CLASS SIZE. LISTS MAY BE GENERATED BY ACADEMIC DEPARTMENTS OR INDIVIDUAL INSTRUCTORS. THEY MAY BE USED TO GIVE PREFERENCE TO WAITING STUDENTS IN THE FOLLOWING SEMESTER OR DETERMINE THE NEED FOR MORE SECTIONS OF THE CLASS.				
RETENTION: EVENT(TERM END DATE) AND DESTROY CONFIDENTIAL				
<u>STU00400.</u>	<u>CRIMINAL BACKGROUND CHECK RECORDS, STUDENTS</u>	<u>CY+4</u>	<u>DEST</u>	<u>Y</u>
RECORDS ARE CREATED THROUGH AN INVESTIGATION OF OFFENSES AND RELATED DISCLOSED INFORMATION FOR STUDENTS WORKING TOWARD PROFESSIONAL EXPERIENCE, LICENSURE OR CERTIFICATION AND USUALLY INVOLVED WITH AN INTERNSHIP OR CLINICAL EXPERIENCE. MANY PROGRAMS KEEP THESE RECORDS SEPARATE FROM OTHER STUDENT RECORDS. THESE RECORDS INCLUDE, BUT ARE NOT LIMITED TO: (1) CONFIDENTIAL SELF-DISCLOSURE APPLICATION SUPPLEMENTS; (2) CRIMINAL BACKGROUND CHECK REPORTS, WHICH ARE GENERATED BY PRIVATE VENDORS ON A CONTRACT BASIS, COLLEGE EMPLOYEES, OR EMPLOYEES OF THE WISCONSIN DEPARTMENT OF JUSTICE; (3) RECORDS CREATED AND RECEIVED BY THE COLLEGE EMPLOYEES WHO ARE RESPONSIBLE FOR DECISIONS RELATED TO THE APPLICANTS CONTINUED PROGRESS. NOTE REGARDING RETENTION: A STUDENT BACKGROUND CHECK IS ONLY GOOD FOR 4 YEARS FROM THE DATE THE STUDENT SIGNS IT.				
RETENTION: EVENT(CURRENT YEAR) + 4 YEARS AND DESTROY CONFIDENTIAL				
<u>STU00500.</u>	<u>SERVICE LEARNING AGREEMENTS</u>	<u>EVT+1</u>	<u>DEST</u>	<u>N</u>
AGREEMENTS, ALSO KNOWN AS MEMORANDUMS, BETWEEN THE COLLEGE, INDIVIDUAL DEPARTMENTS OR COLLEGES AND EXTERNAL BUSINESSES OR AGENCIES GOVERNING POTENTIAL SUPERVISED PRACTICAL TRAINING OR SERVICE LEARNING EXPERIENCES OF COLLEGE STUDENTS. SERVICE LEARNING AGREEMENTS DO NOT CONCERN INDIVIDUAL STUDENTS BUT RATHER ACKNOWLEDGE THE BUSINESS OR AGENCY'S WILLINGNESS TO ACCEPT SERVICE LEARNERS IN THE FUTURE. AGREEMENTS MAY INCLUDE A LIST OF THE RESPONSIBILITIES AND EXPECTATIONS OF THE AGENCIES, THE COLLEGE OFFICES AND THE STUDENTS; AS WELL AS ANY GENERAL PROVISIONS OR INFORMATION GERMANE TO THE EXECUTION OF THE LEARNING EXPERIENCE.				
RETENTION: EVENT(EXPIRATION OF AGREEMENT) + 1 YEAR AND DESTROY				
<u>STU00600.</u>	<u>HONORS LISTS</u>	<u>CR+6</u>	<u>DEST</u>	<u>Y</u>
LISTS OF STUDENTS WHO HAVE ACHIEVED ACADEMIC DISTINCTION, INCLUDING BUT NOT LIMITED TO THE DEAN'S LIST.				
RETENTION: CREATION + 6 YEARS AND DESTROY CONFIDENTIAL				
<u>STU00700.</u>	<u>DISABILITY / ADA SERVICES (AMERICANS WITH DISABILITY ACT)</u>	<u>CY+4</u>	<u>DEST</u>	<u>Y</u>
DISABILITY SERVICES/ADA (AMERICANS WITH DISABILITY ACT) STUDENT FILE INCLUDES: REASONABLE ACCOMMODATION/ACADEMIC ADJUSTMENT REQUEST FORM, STUDENT DISABILITY RELEASE OF INFORMATION FORM, STUDENT ACCOMMODATION PLAN FORM, TESTING USING ACCOMMODATIONS FORM, DOCUMENTATION OF DISABILITY INFORMATION: IEP (INDIVIDUALIZED EDUCATION PROGRAM) EVALUATIONS, SUMMARY OF PERFORMANCE, MEDICAL RECORDS, NEURO-PSYCHOLOGICAL EVALUATIONS, PSYCHIATRIC EVALUATIONS, AUDIOGRAMS, AND MISCELLANEOUS ASSESSMENTS TO DETERMINE DISABILITY STATUS. CORRESPONDENCE ENTAILING: EMAILS (INSTRUCTORS, STUDENT, DISABILITY SERVICES, FAMILY) LETTERS/NOTES (FAMILY OR SERVICE PROVIDERS) FOR PURPOSES OF THE PROVISION OF ADVOCACY AND ACCOMMODATIONS TO STUDENTS DURING THEIR TENURE AT LAKESHORE TECHNICAL COLLEGE.				
ALSO NOTE SS146.82 AND 51.30 ARE APPLICABLE.				
RETENTION: EVENT(CURRENT YEAR) + 4 YEARS AND DESTROY CONFIDENTIAL				
<u>STU00800.</u>	<u>ARTICULATION AGREEMENTS</u>	<u>CR+4</u>	<u>DEST</u>	<u>N</u>
INCLUDES ARTICULATION AGREEMENTS WITH HIGH SCHOOLS. AN ARTICULATION AGREEMENT IS A LEGAL DOCUMENT PRODUCED WHEN TWO OR MORE ACADEMIC INSTITUTIONS FOLLOW A PROCESS LEADING TO A PARTNERSHIP TO PROVIDE A FORMALIZED PATHWAY FOR STUDENT TRANSFER.				
RETENTION: CREATION + 4 YEARS AND DESTROY.				
<u>STU00900.</u>	<u>1098T TAX FORM</u>	<u>CY+7</u>	<u>DEST</u>	<u>Y</u>
INCLUDES 1098T TAX INFORMATION TO BE SENT TO STUDENTS. TUITION PAYMENTS STATEMENT IS THE INFORMATION RETURN THAT COLLEGES AND UNIVERSITIES ARE REQUIRED TO ISSUE FOR THE PURPOSE OF DETERMINING A STUDENT'S ELIGIBILITY FOR THE HOPE AND LIFETIME LEARNING EDUCATION TAX CREDITS.				

RDA #	RDA Title	Retention	Disposition	PII
RETENTION: EVENT(CURRENT YEAR) + 7 YEARS AND DESTROY CONFIDENTIAL				
<u>STU01000.</u>	<u>LTC WTCS STUDENT AMBASSADOR</u>	<u>CY+2</u>	<u>DEST</u>	<u>Y</u>
INCLUDES STUDENT AMBASSADOR SERVICE RECORD INCLUDES THE FOLLOWING INFORMATION FOR ALL NOMINEES: APPLICATION, NOMINATION FORM, COMILATION OF INTERVIEW REMARKS, PHOTOGRAPH OF NOMINEES, AND ACCOMPANYING STATEMENT. STUDENT AMBASSADORS ARE CURRENT STUDENTS WHO ACT AS A LINK BETWEEN THE COLLEGE AND THE OUTISDE COMMUNITY. THEY USE THEIR OWN EXPERIENCES TO GIVE PEOPLE INTERESTED IN COLLEGE LIFE AN IDEA OF WHAT IT IS LIKE TO BE A STUDENT.				
RETENTION: EVENT(CURRENT YEAR) + 2 YEARS AND DESTROY CONFIDENTIAL				
<u>STU01100.</u>	<u>RAFFLE-LICENSES - STUDENT CLUBS</u>	<u>CY+2</u>	<u>DEST</u>	<u>N</u>
INCLUDES RAFFLE LICENSES FOR STUDENT CLUBS. A LICENSE REQUIRED TO CONDUCT A RAFFLE IN WISCONSIN IN WHICH SOME OR ALL OF THE TICKETS FOR THAT RAFFLE ARE SOLD ON THE SAME DAY AS THE RAFFLE DRAWING OR DAYS OTHER THAN THE SAME DAY AS THE RAFFLE. RAFFLE LICENSES CAN BE RENEWED ON AN ANNUAL BASIS.				
RETENTION: EVENT(CURRENT YEAR) + 2 YEARS AND DESTROY				
<u>STU01200.</u>	<u>STUDENT GOVERNMENT ASSOCIATION (SGA) CLUB MATERIALS</u>	<u>CY+2</u>	<u>DEST</u>	<u>Y</u>
INCLUDES GENERAL SESSION CLUB ATTENDANCE, ELECTION BALLOTS, CLUB HANDBOOK, AND FUNDING REQUESTS. THE STUDENT GOVERNMENT ASSOCIATION (SGA) IS THE VOICE OF THE STUDENT BODY AND SERVES AS THE STUDENT GOVERNING BODY RESPONSIBLE FOR REPRESENTING STUDENT'S INTERESTS AND ADDRESSING STUDENT'S NEEDS WITH THE CAMPUS LEADERSHIP.				
RETENTION: EVENT(CURRENT YEAR) + 2 YEARS AND DESTROY CONFIDENTIAL				
<u>STU01300.</u>	<u>ADVANCED STANDING/COURSE SUBSTITUTION</u>	<u>EVT+7</u>	<u>DEST</u>	<u>Y</u>
PAPER FORMS SUBMITTED BY THE STUDENT REQUESTING AN EXCEPTION BE MADE TO ADVANCED STANDING OR COURSE SUBSTITUTION REGARDING REQUIRED CLASSES, ETC. FORMS INCLUDE STUDENT NAME AND IDENTIFICATION NUMBER, TERM/SEMESTER, COURSE NUMBER NAME OF INSTRUCTOR AND SIGNATURES BY STUDENT, FACULTY OR STAFF. ALSO INCLUDES GENERAL EDUCATION GUIDELINE LIST.				
NOTE REGARDING RETENTION INACTIVITY EXAMPLES INCLUDE: WHEN THE STUDENT HAS STOPPED TAKING ANY TESTING, STOPPED REGISTEREING FOR ANY CLASSES, STOPPED APPLYING FOR ANY PROGRAMS, AND STOPPED COMPLETING ANY STEPS THAT NEED TO BE COMPLETED FOR DEGREE ATTAINMENT.				
RETENTION: EVENT(DESTROY CONFIDENTIAL) + 7 YEARS AND DESTROY CONFIDENTIAL				
<u>STU01400.</u>	<u>INDIVIDUALIZED TECHNICAL STUDIES (ITS) EDUCATIONAL PLANS AND POR</u>	<u>EVT+3</u>	<u>DEST</u>	<u>Y</u>
INCLUDES INDIVIDUALIZED TECHNICAL STUDIES (ITS) EDUCATIONAL PLANS WHICH IS THE PROGRAM THE STUDENT AND COUNSELOR ARE DESIGNING. TECHNICAL CREDITS AND GENERAL STUDIES CREDITS MUST BE SATISFIED AND MUST BE APPROVED BY A COMMITTEE. INCLUDES STUDENT PORTFOLIOS FOR INDIVIDUALIZED TECHNICAL STUDIES PROGRAM (ITS). A PORTFOLIO IS A COLLECTION OF A STUDENT'S ACADEMIC AND PROFESSIONAL WORK WHILE ATTENDING LAKESHORE TECHNICAL COLLEGE. THE INDIVIDUALIZED TECHNICAL STUDIES DEGREE IS INTENDED FOR CURRENTLY EMPLOYED PEOPLE WHO HAVE A SPECIFIC CAREER OBJECTIVE IN MIND THAT CANNOT BE MET BY THE COLLEGE'S EXISITING DEGREE PROGRAMS. WITH THIS PROGRAM, BOTH EMPLOYEES AND EMPLOYERS HAVE THE OPTION OF DESIGNING A CUSTOMIZED PROGRAM TO MEET THEIR SPECIFIC NEEDS.				
NOTE REGARDING RETENTION INACTIVITY EXAMPLES INCLUDE: WHEN THE STUDENT HAS STOPPED TAKING ANY TESTING, STOPPED REGISTERING FOR ANY CLASSES, STOPPED APPLYING FOR ANY PROGRAMS, AND STOPPED COMPLETING ANY STEPS THAT NEED TO BE COMPLETED FOR DEGREE ATTAINMENT.				
RETENTION: EVENT(INACTIVITY) + 3 YEARS AND DESTROY CONFIDENTIAL				
<u>STU01500.</u>	<u>ADMISSIONS DOCUMENTS FOR APPLICANTS</u>	<u>EVT+3</u>	<u>DEST</u>	<u>Y</u>
ADMISSION DOCUMENTS INCLUDING: ADMISSION LETTERS (NOTICES OF ADMISSION, DENIAL, WAITLIST NOTIFICATION), RELEVANT CORRESPONDENCE, AND WAIVERS OF RIGHTS OF ACCESS TO ADMISSION LETTERS OF RECOMMENDATION. APPLICATION MATERIALS INCLUDING: ADMISSION APPLICATION SUCH AS DIPLOMA, CERTIFICATE, NONDEGREE, INTERNATIONAL, OR SPECIAL ADMITTANCE; ENTRANCE EXAMINATION REPORTS/TEST SCORES(STANDARDIZED TEST SCORES SUCH AS ACT (AMERICAN COLLEGE TESTING)/SAT (SCHOLASTIC APTITUDE TEST), TOFEL (TEST OF ENGLISH AS FOREIGN LANGUAGE); MEDICAL RECORDS LIKE IMMUNIZATION RECORDS(THIS IS INCLUDED IN THE COLLEGE NURSE RDA); LETTERS OF RECOMMENDATION; MILITARY DOCUMENTS; PLACEMENT TEST RECORDS/SCORES; RESIDENCY CLASSIFICATION FORMS; TEST SCORES; AND HIGH SCHOOL AND COLLEGE TRANSCRIPTS.				
NOTE REGARDING RETENTION INACTIVITY EXAMPLES INCLUDE: WHEN THE STUDENT HAS STOPPED TAKING ANY TESTING, STOPPED REGISTERING FOR ANY CLASSES, STOPPED APPLYING FOR ANY PROGRAMS, AND STOPPED				

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COMPLETING ANY STEPS THAT NEED TO BE COMPLETED FOR DEGREE ATTAINMENT, OR GRADUATED FROM THE COLLEGE.

CONFIDENTIAL OR PROTECTED ACCESS PER 34 C.F.R. § 99 ALSO IS APPLICABLE

RETENTION: EVENT(INACTIVITY) + 3 YEARS AND DESTROY CONFIDENTIAL

<u>STU01600.</u>	<u>CREDIT BY EXAMINATION FOR APPLICANTS</u>	<u>EVT+5</u>	<u>DEST</u>	<u>Y</u>
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INCLUDES REPORTS/SCORES ON ADVANCED PLACEMENT, CLEP (COLLEGE LEVEL EXAMINATION PROGRAM), PEP (PROFESSIONAL EXPERIENCE PLACEMENT), ETC.

NOTE REGARDING RETENTION INACTIVITY EXAMPLES INCLUDE: WHEN THE STUDENT HAS STOPPED TAKING ANY TESTING, STOPPED REGISTERING FOR ANY CLASSES, STOPPED APPLYING FOR ANY PROGRAMS, AND STOPPED COMPLETING ANY STEPS THAT NEED TO BE COMPLETED FOR DEGREE ATTAINMENT.

RETENTION: EVENT(INACTIVITY) + 5 YEARS AND DESTROY CONFIDENTIAL

<u>STU01700.</u>	<u>INTERNATIONAL STUDENT DOCUMENTS FOR APPLICANTS WHO DO NOT ENR</u>	<u>EVT+1</u>	<u>DEST</u>	<u>Y</u>
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INTERNATIONAL STUDENT DOCUMENTS INCLUDING: ALIEN REGISTRATION RECEIPT CARD WHICH SHOWS EVIDENCE OF ADMISSIBILITY AS A PERMANENT RESIDENT, DS-2019 WHICH IS A CERTIFICATE OF ELIGIBILITY FOR J1 VISA STATUS, EMPLOYMENT AUTHORIZATION (WORK PERMIT) IF GRANTED, I-20 (THE FORM I-20 IS A UNITED STATES DEPARTMENT OF HOMELAND SECURITY, SPECIFICALLY ICE AND THE STUDENT AND EXCHANGE VISITOR PROGRAM, DOCUMENT ISSUED BY SEVP (STUDENT AND EXCHANGE VISITOR PROGRAM) - CERTIFIED SCHOOLS THAT PROVIDES SUPPORTING INFORMATION ON A STUDENT'S F OR M STATUS); WHICH IS A CERTIFICATE OF ELIGIBILITY FOR F-1 VISA STATUS, I-94 CARD (COPY- AN I-94 IS A FORM DENOTING THE ARRIVAL-DEPARTURE RECORDS OF PARTICULAR FOREIGNERS USED BY UNITED STATES CUSTOMS AND BORDER PROTECTION), WHICH IS ISSUED TO IMMIGRANTS AND ALSO KNOWN AS ARRIVAL-DEPARTURE RECORD, PASSPORT NUMBER, STATEMENT OF EDUCATIONAL COSTS WHICH INCLUDES AN ESTIMATE TO TOTAL SCHOOL YEAR COSTS, AND STATEMENT OF FINANCIAL RESPONSIBILITY WHICH IS EVIDENCE OF ADEQUATE FINANCIAL RESOURCES.

RETENTION: EVENT(APPLICATION) + 1 YEAR AND DESTROY CONFIDENTIAL

<u>STU01800.</u>	<u>INTERNATIONAL STUDENT DOCUMENTS FOR APPLICANTS WHO DO ENROL</u>	<u>EVT+5</u>	<u>DEST</u>	<u>Y</u>
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INTERNATIONAL STUDENT DOCUMENTS INCLUDING: ALIEN REGISTRATION RECEIPT CARD WHICH SHOWS EVIDENCE OF ADMISSIBILITY AS A PERMANENT RESIDENT, DS-2019 WHICH IS A CERTIFICATE OF ELIGIBILITY FOR J1 VISA STATUS, EMPLOYMENT AUTHORIZATION (WORK PERMIT) IF GRANTED, I-20 (THE FORM I-20 IS A UNITED STATES DEPARTMENT OF HOMELAND SECURITY, SPECIFICALLY ICE AND THE STUDENT AND EXCHANGE VISITOR PROGRAM, DOCUMENT ISSUED BY SEVP (STUDENT AND EXCHANGE VISITOR PROGRAM) - CERTIFIED SCHOOLS THAT PROVIDES SUPPORTING INFORMATION ON A STUDENT'S F OR M STATUS) WHICH IS A CERTIFICATE OF ELIGIBILITY FOR F-1 VISA STATUS, I-94 CARD (COPY- AN I-94 IS A FORM DENOTING THE ARRIVAL-DEPARTURE RECORD OF PARTICULAR FOREIGNERS USED BY UNITED STATES CUSTOMS AND BORDER PROTECTION) WHICH IS ISSUED TO IMMIGRANTS AND ALSO KNOWN AS ARRIVAL-DEPARTURE RECORD, PASSPORT NUMBER, STATEMENT OF EDUCATIONAL COSTS WHICH INCLUDES AN ESTIMATE OF TOTAL SCHOOL YEAR COSTS, AND STATEMENT OF FINANCIAL RESPONSIBILITY WHICH IS EVIDENCE OF ADEQUATE FINANCIAL RESOURCES.

NOTE REGARDING RETENTION INACTIVITY EXAMPLES INCLUDE: WHEN THE STUDENT HAS STOPPED TAKING ANY TESTING, STOPPED REGISTERING FOR ANY CLASSES, STOPPED APPLYING FOR ANY PROGRAMS, AND STOPPED COMPLETING ANY STEPS THAT NEED TO BE COMPLETED FOR DEGREE ATTAINMENT.

RETENTION: EVENT(INACTIVITY) + 5 YEARS AND DESTROY CONFIDENTIAL

<u>STU01900.</u>	<u>STUDENT ACADEMIC RECORDS</u>	<u>EVT+3</u>	<u>DEST</u>	<u>Y</u>
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INCLUDES THE FOLLOWING ACADEMIC RECORDS: DEGREE AUDIT RECORDS IN SUPPORT OF GRADUATION CLEARING: SUBSTITUTION/WAIVERS (APPROVALS TO MEET PROGRAM REQUIREMENTS WITH ADMINISTRATIVE ACTION); NAME CHANGE AUTHORIZATIONS; PERSONAL DATA INFORMATION FORMS; DIPLOMAS (RETURNED); TRANSCRIPT REQUESTS (STUDENT); RESIDENCY VERIFICATION RECORDS; ENROLLMENT VERIFICATIONS; AND GRADE CHANGE FORMS.

NOTE REGARDING RETENTION INACTIVITY EXAMPLES INCLUDE: WHEN THE STUDENT HAS STOPPED TAKING ANY TESTING, STOPPED REGISTERING FOR ANY CLASSES, STOPPED APPLYING FOR ANY PROGRAMS, AND STOPPED COMPLETING ANY STEPS THAT NEED TO BE COMPLETED FOR DEGREE ATTAINMENT.

RETENTION: EVENT(INACTIVITY) + 3 YEARS AND DESTROY CONFIDENTIAL

<u>STU02000.</u>	<u>ACADEMIC RECORDS (MISCELLANEOUS)</u>	<u>P</u>	<u>PERM</u>	<u>Y</u>
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INCLUDES TRANSCRIPTS, GRADE SUBMISSION SHEETS/DATE, NARRATIVE EVALUATIONS; RECORD OF EACH CLASS ROSTERS FOR EACH TERM; GRADUATION LIST; COMPETENCY ASSESSMENTS; CATALOGS (PUBLISHED, ANNUALLY OR BI-ANNUALLY, RECORD OF COURSES, DEGREES AND PROGRAMS OF STUDY OFFERED); COMMENCEMENT PROGRAMS (PUBLISHED GRADUATES FOR PUBLIC DISTRIBUTION); DEGREE STATISTICS (RECORD OF DEGREES GRANTED BY

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	<p>INSTITUTION PER GRADUATION TERM AND/OR ANNUALLY); ENROLLMENT STATISTICS (PER TERM REPORT OF ENROLLED STUDENTS, EXAMPLES GIVEN BY CLASS, BY COURSE, BY COURSE, TOTAL HEADCOUNT AND FULL TIME EQUIVALENT - FTE); GRADE DISTRIBUTION AND OTHER GRADE STATISTICS (REPORT OF GRADES GIVEN INCLUDING SUMMARY GRADE POINT STATISTICS BY CLASS); RACE/ETHNICITY REPORTING (REPORT OF STUDENT ENROLLMENT, GRADUATION AND OTHER METRICS BY RACE AND ETHNIC ORIGIN); STUDENT GRADE SCORES ON PROFICIENCY/PLACEMENT EXAMINATIONS; EDUCATION AND ENROLLMENT VERIFICATION; WAIVER/SUBSTITUTIONS (DEPARTMENT APPROVAL OF COURSES REQUESTED FOR DEGREE REQUIREMENTS); GRADUATION AUDITS (EVALUATION OF REGISTRAR'S OFFICE STAFF TO DETERMINE IF A STUDENT MET ALL THE REQUIREMENTS TO BE AWARDED THEIR DEGREE); AND SCHEDULE OF CLASSES (PER TERM LISTING OF ALL COURSES OFFERED INCLUDING TIME/DAY AND SEAT LIMITS).</p> <p>NOTE REGARDING RETENTION LENGTH: AACRAO (AMERICAN ASSOCIATION OF COLLEGIATE REGISTRARS AND ADMISSIONS OFFICERS) PROVIDES A GUIDE FOR RETENTION AND DISPOSAL OF STUDENT RECORDS.</p> <p>RETENTION: PERMANENT</p>			
<u>STU02100.</u>	<u>GRADE APPEAL / COMPLAINT</u>	<u>EVT+6</u>	<u>DEST</u>	<u>Y</u>
	<p>STUDENT FINAL GRADE DISPUTES</p> <p>RETENTION: EVENT(DECISION FINAL) + 6 YEARS AND DESTROY CONFIDENTIAL</p>			
<u>STU02200.</u>	<u>GRADE CHANGE FORM</u>	<u>EVT+3</u>	<u>DEST</u>	<u>Y</u>
	<p>RECORD OF AUTHORIZATION TO CHANGE GRADE</p> <p>RETENTION: EVENT(DECISION DATE) + 3 YEARS AND DESTROY CONFIDENTIAL</p>			
<u>STU02300.</u>	<u>GRADE REPORTS (FINAL)</u>	<u>EVT+1</u>	<u>DEST</u>	<u>Y</u>
	<p>RECORD OF GRADES RELEASED TO STUDENTS</p> <p>RETENTION: EVENT(DISTRIBUTED DATE) + 1 YEAR AND DESTROY CONFIDENTIAL</p>			
<u>STU02400.</u>	<u>PERSONAL DATA INFORMATION</u>	<u>EVT+1</u>	<u>DEST</u>	<u>Y</u>
	<p>CHANGE OF ADDRESS, RACE/ETHNICITY QUESTIONNAIRES, OTHER DEMOGRAPHIC DATA.</p> <p>NOTE REGARDING RETENTION INACTIVITY EXAMPLES INCLUDE: WHEN THE STUDENT HAS STOPPED TAKING ANY TESTING, STOPPED REGISTERING FOR ANY CLASSES, STOPPED APPLYING FOR ANY PROGRAMS, AND STOPPED COMPLETING ANY STEPS THAT NEED TO BE COMPLETED FOR DEGREE ATTAINMENT.</p> <p>RETENTION: EVENT(INACTIVITY) + 1 YEAR AND DESTROY CONFIDENTIAL</p>			
<u>STU02500.</u>	<u>TRANSFER CREDIT EVALUATIONS</u>	<u>EVT+3</u>	<u>DEST</u>	<u>Y</u>
	<p>FORMS THAT EVALUATE THE CREDITS AN INDIVIDUAL STUDENT PREVIOUSLY EARNED AT ANOTHER INSTITUTION BASED ON TRANSFER EQUIVALENCIES. USED TO DETERMINE ACTUAL STUDENT CREDIT TRANSFERS.</p> <p>NOTE REGARDING RETENTION INACTIVITY EXAMPLES INCLUDE: WHEN THE STUDENT HAS STOPPED TAKING ANY TESTING, STOPPED REGISTERING FOR ANY CLASSES, STOPPED APPLYING FOR ANY PROGRAMS, AND STOPPED COMPLETING ANY STEPS THAT NEED TO BE COMPLETED FOR DEGREE ATTAINMENT.</p> <p>RETENTION: EVENT(INACTIVITY) + 3 YEARS AND DESTROY CONFIDENTIAL</p>			
<u>STU02600.</u>	<u>CLASS SCHEDULES (STUDENT)</u>	<u>EVT+3</u>	<u>DEST</u>	<u>Y</u>
	<p>STUDENT SCHEDULES FOR EACH TERM.</p> <p>NOTE REGARDING RETENTION INACTIVITY EXAMPLES INCLUDE: WHEN THE STUDENT HAS STOPPED TAKING ANY TESTING, STOPPED REGISTERING FOR ANY CLASSES, STOPPED APPLYING FOR ANY PROGRAMS, AND STOPPED COMPLETING ANY STEPS THAT NEED TO BE COMPLETED FOR DEGREE ATTAINMENT. AACRAO (AMERICAN ASSOCIATION OF COLLEGIATE REGISTRARS AND ADMISSIONS OFFICERS) PROVIDES A GUIDE FOR RETENTION AND DISPOSAL OF STUDENT RECORDS.</p> <p>RETENTION: EVENT(INACTIVITY) + 3 YEARS AND DESTROY CONFIDENTIAL</p>			
<u>STU02700.</u>	<u>REGISTRATION AND ENROLLMENT RECORDS</u>	<u>EVT+3</u>	<u>DEST</u>	<u>Y</u>
	<p>CREDIT/NO CREDIT, AUDIT, PASS/NO PASS APPROVALS; ENROLLMENT CHANGES (RECORDS OF STUDENT ADD/DROP/WITHDRAW FROM CLASS); INITIAL REGISTRATION FORMS, CURRENT ENROLLMENT RECORDS; RECORD OF REQUEST; AND COURSE REPEAT FORM/APPROVAL.</p> <p>NOTE REGARDING RETENTION INACTIVITY EXAMPLES INCLUDE: WHEN THE STUDENT HAS STOPPED TAKING ANY</p>			

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	TESTING, STOPPED REGISTERING FOR ANY CLASSES, STOPPED APPLYING FOR ANY PROGRAMS, AND STOPPED COMPLETING ANY STEPS THAT NEED TO BE COMPLETED FOR DEGREE ATTAINMENT. RETENTION: EVENT(INACTIVITY) + 3 YEARS AND DESTROY CONFIDENTIAL.			
<u>STU02800.</u>	<u>HOLD OR ENCUMBRANCE AUTHORIZATIONS</u>	<u>EVT+1</u>	<u>DEST</u>	<u>Y</u>
	REGISTRATION AND TRANSCRIPT HOLDS. AN ENCUMBRANCE HOLD WILL PREVENT STUDENTS FROM REGISTERING FOR THE NEXT ENROLLMENT TERM UNTIL ALL APPROPRIATE ADMISSIONS DOCUMENTATION IS RECEIVED. RETENTION: EVENT(RELEASED DATE) + 1 YEAR AND DESTROY CONFIDENTIAL			
<u>STU02900.</u>	<u>CHANGE LOGS</u>	<u>EVT+3</u>	<u>DEST</u>	<u>Y</u>
	LOG OF CHANGES TO ENROLLMENT AND OTHER DATA, INCLUDING DATE/TIME STAMP INFORMATION AND USE THAT CHANGED DATA IS MAINTAINED SEPARATELY IN SYSTEM. NOTE REGARDING RETENTION INACTIVITY EXAMPLES INCLUDE: WHEN THE STUDENT HAS STOPPED TAKING ANY TESTING, STOPPED REGISTERING FOR ANY CLASSES, STOPPED APPLYING FOR ANY PROGRAMS, AND STOPPED COMPLETING ANY STEPS THAT NEED TO BE COMPLETED FOR DEGREE ATTAINMENT. RETENTION: EVENT(INACTIVITY) + 3 YEARS AND DESTROY CONFIDENTIAL			
<u>STU03000.</u>	<u>STUDENT DEMOGRAPHIC INFORMATION</u>	<u>CR+50</u>	<u>DEST</u>	<u>Y</u>
	STUDENT DATA INCLUDING STUDENT CHARACTERISTICS, DATE OF BIRTH, FORMER NAMES, ADDRESS INFORMATION, PHOTO IDENTIFICATION, AND ETHNIC INFORMATION. NOTE REGARDING RETENTION LENGTH: AACRAO (AMERICAN ASSOCIATION OF COLLEGIATE REGISTRARS AND ADMISSIONS OFFICERS) PROVIDES A GUIDE FOR RETENTION AND DISPOSAL OF STUDENT RECORDS. RETENTION: CR + 50 YEARS AND DESTROY CONFIDENTIAL			
<u>STU03100.</u>	<u>STUDENT WAIVERS AND DISCLOSURES</u>	<u>EVT</u>	<u>DEST</u>	<u>Y</u>
	INCLUDING: REQUESTS FOR NONDISCLOSURE OF DIRECTORY INFORMATION (STUDENT REQUEST TO OPT OUT OF DIRECTORY INFORMATION DISCLOSURE); WRITTEN CONSENT FOR RECORDS DISCLOSURE (STUDENT SIGNED AUTHORIZATION FOR DISCLOSURE OF EDUCATION RECORD); AND WAIVERS FOR RIGHTS OF ACCESS (DECISIONS RESULTING FROM FORMAL HEARINGS REGARDING AMENDMENT OF EDUCATION RECORDS). RETENTION: EVENT(UNTIL TERMINATED BY STUDENT) AND DESTROY CONFIDENTIAL			
<u>STU03200.</u>	<u>FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT RECORDS</u>	<u>EVT+6</u>	<u>DEST</u>	<u>Y</u>
	REQUESTS FOR FORMAL HEARINGS (STUDENT INITIATED REQUEST FOR FORMAL HEARING REGARDING AMENDMENT OF EDUCATION RECORD); REQUESTS FOR AND DISCLOSURES OF PERSONALLY IDENTIFIABLE INFORMATION (NECESSARY FOR COMPLIANCE WITH RECORD KEEPING REQUIREMENTS IN FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT - FERPA); STATEMENTS ON CONTENT OF RECORDS REGARDING HEARING PANEL DECISIONS (IF STUDENT REQUEST FOR AMENDMENT OF RECORD NOT GRANTED, THEN STUDENT STATEMENT IS INCLUDED IN RECORD); AND WRITTEN DECISIONS OF HEARING PANELS (DECISIONS RESULTING FROM FORMAL HEARINGS REGARDING AMENDMENT OF EDUCATION RECORDS). RETENTION: EVENT(DATE OF DECISION) + 6 YEARS AND DESTROY CONFIDENTIAL.			
<u>STU03300.</u>	<u>CRIME STATISTICS / SECURITY REPORTS</u>	<u>EVT+3</u>	<u>DEST</u>	<u>N</u>
	CAMPUS CRIME/SECURITY RECORDS AND REPORTS MUST BE ESTABLISHED AND DISCLOSED ANNUALLY TO STUDENT AND EMPLOYEES. THE RECORDS CONTAIN SUCH INFORMATION AS 1) INSTITUTIONAL POLICIES AND PROCEEDINGS FOR REPORTING CRIMES, 2) CRIME STATISTICS, 3) DESCRIPTION OF DRUG AND ALCOHOL ABUSE EDUCATION PROGRAMS, POLICIES CONCERNING POSSESSION, USE AND SALE OF ALCOHOLIC BEVERAGES OR DRUGS, 4) STATEMENT OF SEXUAL ASSAULT PREVENTION PROGRAMS, 5) STATISTICS OF NUMBER OF ARRESTS FOR VIOLATIONS OF LIQUOR, DRUG ABUSE, OR WEAPONS LAWS, 6) PROCEDURES FOR CAMPUS DISCIPLINARY ACTIONS FOR ALLEGED SEX OFFENSES, AND 7) STATEMENT OF SECURITY AND ACCESS POLICIES FOR CAMPUS FACILITIES. COMPLIES WITH THE CLERY ACT REPORTING REQUIREMENTS. EXAMPLE FOR RETENTION: CALENDAR YEAR 1999 RECORDS - MUST BE RETAINED UNTIL OCTOBER 1, 2005. NOTE REGARDING RETENTION LENGTH: AACRAO (AMERICAN ASSOCIATION OF COLLEGIATE REGISTRARS AND ADMISSIONS OFFICERS) PROVIDES A GUIDE FOR RETENTION AND DISPOSAL OF STUDENT RECORDS. RETENTION: EVENT(DATE OF REQUIRED DISCLOSURE) + 3 YEARS AND DESTROY			
<u>STU03400.</u>	<u>GRADUATION / COMPLETION, TRANSFER-OUT DATA</u>	<u>EVT+3</u>	<u>DEST</u>	<u>N</u>

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GRADUATION/COMPLETION AND TRANSFER-OUT RATES/STUDENT RIGHT TO KNOW DISCLOSURE RECORDS SHOULD BE ESTABLISHED AND DISCLOSED ANNUALLY TO STUDENTS AND OTHER REQUIRED PARTIES. RECORDS SHOULD BE RETAINED FOR 3 YEARS FROM THE ANNUAL JULY 1ST REQUIRED DISCLOSURE DATE. COMPLIES WITH STUDENT RIGHT-TO-KNOW LEGISLATION. EXAMPLE FOR RETENTION: GRADUATION, COMPLETION AND/OR TRANSFER RATE INFORMATION THAT MUST BE FIRST DISCLOSED BY JULY 1, 2000 (EXAMPLE GIVEN BY SCHOOLS WITH LONGEST PROGRAMS OF 2 YEARS) MUST BE RETAINED UNTIL JULY 1, 2003. (AT LAKESHORE TECHNICAL COLLEGE, RESEARCH AND PLANNING IS THE RECORD HOLDER)

RETENTION: EVENT(DATE OF REQUIRED DISCLOSURE) + 3 YEARS AND DESTROY

<u>STU03500.</u>	<u>INSTITUTIONAL INFORMATION (COST OF ATTENDANCE AND WITHDRAWAL P</u>	<u>EVT+3</u>	<u>DEST</u>	<u>N</u>
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TYPES OF INSTITUTIONAL INFORMATION THAT MUST BE DISCLOSED TO STUDENTS ANNUALLY ARE LISTED BELOW. THE RECORDS SHOULD MINIMALLY BE RETAINED FOR 3 YEARS FROM THE DATE OF DISCLOSURE. THEY INCLUDE 1) REQUIREMENTS AND PROCEDURES FOR WITHDRAWING FROM THE INSTITUTION 2) COST OF ATTENDANCE (TUITION/FEE CHARGES, BOOKS/SUPPLIES COSTS, RELATED CHARGES), 3) REFUND POLICY, 4) SUMMARY OF REQUIREMENTS FOR RETURN OF TITLE IV GRANTS OR LOANS, 5) CURRENT ACADEMIC PROGRAMS OF THE INSTITUTION, 6) NAMES OF ASSOCIATIONS, AGENCIES ACCREDITING THE INSTITUTION, 7) DESCRIPTION OF SPECIAL FACILITIES AND SERVICES FOR DISABLED STUDENTS, 8) THE SCHOOL'S POLICY ON ENROLLMENT IN STUDY ABROAD PROGRAMS, AND 9) TITLES OF PERSONS TO CONTACT FOR INFORMATION.

NOTE REGARDING RETENTION LENGTH: AACRAO (AMERICAN ASSOCIATION OF COLLEGIATE REGISTRARS AND ADMISSIONS OFFICERS) PROVIDES A GUIDE FOR RETENTION AND DISPOSAL OF STUDENT RECORDS.

RETENTION: EVENT(DATE OF REQUIRED DISCLOSURE) + 3 YEARS AND DESTROY

<u>STU03600.</u>	<u>ADVISING PLANS</u>	<u>EVT+3</u>	<u>DEST</u>	<u>Y</u>
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NOTES FROM ADVISORS AFTER ADVISEMENT SESSIONS WITH STUDENTS PERTAINING TO ADVISING PLANS. AN ADVISING PLAN IS SET OF COURSES TO BE COMPLETED WITHIN THE NEXT FEW TERMS. MAKING AN ADVISING PLAN IS AN OPPORTUNITY FOR STUDENTS TO DISCUSS THEIR GOALS WITH THEIR ADVISOR.

NOTE REGARDING RETENTION INACTIVITY EXAMPLES INCLUDE: WHEN THE STUDENT HAS STOPPED TAKING ANY TESTING, STOPPED REGISTERING FOR ANY CLASSES, STOPPED APPLYING FOR ANY PROGRAMS, AND STOPPED COMPLETING ANY STEPS THAT NEED TO BE COMPLETED FOR DEGREE ATTAINMENT.

RETENTION: EVENT(INACTIVITY) + 3 YEARS AND DESTROY CONFIDENTIAL

<u>STU03700.</u>	<u>APPEALS TO REGISTRAR</u>	<u>EVT+6</u>	<u>DEST</u>	<u>Y</u>
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EXAMPLES OF APPEALS MAY INCLUDE TIME LIMITS FOR GRADUATION, RESIDENCY, TUITION REFUND, RETROACTIVE WITHDRAWALS, TUITION APPEALS, ETC.

RETENTION: EVENT(DATE OF DECISION) + 6 YEARS AND DESTROY CONFIDENTIAL

<u>STU03800.</u>	<u>DISCIPLINARY ACTIONS ON STUDENTS</u>	<u>EVT+6</u>	<u>DEST</u>	<u>Y</u>
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INTERNAL INFORMATION RECEIVED REGARDING DISCIPLINARY ACTIONS ON STUDENTS.

NOTE REGARDING RETENTION INACTIVITY EXAMPLES INCLUDE: WHEN THE STUDENT HAS STOPPED TAKING ANY TESTING, STOPPED REGISTERING FOR ANY CLASSES, STOPPED APPLYING FOR ANY PROGRAMS, AND STOPPED COMPLETING ANY STEPS THAT NEED TO BE COMPLETED FOR DEGREE ATTAINMENT. NOTE REGARDING RETENTION LENGTH: AACRAO (AMERICAN ASSOCIATION OF COLLEGIATE REGISTRARS AND ADMISSIONS OFFICERS) PROVIDES A GUIDE FOR RETENTION AND DISPOSAL OF STUDENT RECORDS.

RETENTION: EVENT(INACTIVITY) + 6 YEARS AND DESTROY CONFIDENTIAL

<u>STU03900.</u>	<u>STUDENT RECORD - YOUTH APPRENTICESHIP</u>	<u>CY+3</u>	<u>DEST</u>	<u>Y</u>
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INCLUDES YOUTH APPRENTICESHIP STUDENT FILES - STUDENT APPLICATIONS, EDUCATION/TRAINING AGREEMENT, INTERVIEW SUMMARY, SUMMARY WITH EVALUATION FACTORS, GRADING MATERIALS, ATTENDANCE INFORMATION, COMPETENCY INFORMATION, STATE REGISTRATION FORMS, STUDENT LAKESHORE TECHNICAL COLLEGE COURSE REGISTRATION FORMS, GRIEVANCE INFORMATION, STUDENT TERMINATIONS. THIS IS REGULATED BY THE STATE OF WISCONSIN DEPARTMENT OF WORKFORCE DEVELOPMENT (DWD).

RETENTION: EVENT(CURRENT YEAR) + 3 YEARS AND DESTROY CONFIDENTIAL

<u>STU04000.</u>	<u>YOUTH OPTIONS COURSE REGISTRATION</u>	<u>CY+3</u>	<u>DEST</u>	<u>Y</u>
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INCLUDES REGISTRATION AND BILLING FOR INSTRUCTIONAL ACTIVITIES FOR YOUTH OPTIONS & DEPARTMENT OF PUBLIC INSTRUCTION FORM 8700A.

RETENTION: EVENT(CURRENT YEAR) + 3 YEARS AND DESTROY CONFIDENTIAL

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<u>STU04100.</u>	<u>PAID COLLECTION FILES</u>	<u>EVT+7</u>	<u>DEST</u>	<u>Y</u>
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INCLUDES DOCUMENTATION FOR PAID COLLECTION FILES. RECORDS INCLUDE DOCUMENTATION OF COLLECTION EFFORTS: CORRESPONDENCE, REPORTS, AND PAYMENT AGREEMENTS. ALSO INCLUDED IS ALL CORRESPONDENCE TO/FROM OUTSIDE COLLECTION AGENCIES.

RETENTION: EVENT(DATE ACCOUNT IS DUE) + 7 YEARS AND DESTROY CONFIDENTIAL

<u>STU04200.</u>	<u>BAD DEBT AND WRITE-OFFS</u>	<u>EVT+7</u>	<u>DEST</u>	<u>Y</u>
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INCLUDES BAD DEBT/WRITE-OFFS COLLECTION MATERIALS CONSISTING OF NOTICE OF RETURN OF CHECK FROM BANK, CHECKS, NOTICE OF INVOICE TO CREDITOR, FILE RESTRICTION NOTICE, PAID AND OUTSTANDING RECORDS FOR REDEMPTION OF NON SUFFICIENT FUNDS (NSF) CHECKS TO RECORD WRITE-OFFS AND FOR INTERNAL CREDIT REFERENCE (UNPAID/BANKRUPTCY FILES).

RETENTION: EVENT(DATE ACCOUNT IS DUE) + 7 YEARS AND DESTROY CONFIDENTIAL

Dept #: /292.16/100/ Department Name: INSTITUTIONAL EFFECTIVENESS

<u>RDA #</u>	<u>RDA Title</u>	<u>Retention</u>	<u>Disposition</u>	<u>PII</u>
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<u>IE300000.</u>	<u>ACADEMIC PROGRAM REVIEWS</u>	<u>EVT+10</u>	<u>DEST</u>	<u>N</u>
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THESE ARE ALL DOCUMENTS RELATD TO THE COLLEGE'S ACADEMIC PROGRAM EVALUATION PROCESS. WE KEEP CURRENT YEAR PLUS 10 YEARS.

RETENTION: EVENT(CURRENT YEAR) + 10 YEARS AND DESTROY

<u>IE400000.</u>	<u>COLLEGE & PROGRAM ACCREDITATION</u>	<u>EVT+10</u>	<u>DEST</u>	<u>N</u>
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THESE ARE ALL FINAL REPORTS SEND TO THE ACCREDITING BODY (HIGHER LEARNING COMMISSION/NCA) AND CURRENT OFFICIAL REPORTS & CORRESPONDENCE FROM THE HIGHER LEARNING COMMISSION TO THE COLLEGE.

PROGRAM ACCREDITATION: FINAL OFFICIAL CORRESPONDENCE FROM THE ACCREDITING BODY FOR ALL COLLEGE PROGRAMS ACCREDITED.

RETENTION: EVENT(ACCREDITATION CYCLE IS COMPLETE) + 10 YEARS AND DESTROY.

Dept #: /292.16/200/ Department Name: ACADEMIC AFFAIRS

<u>RDA #</u>	<u>RDA Title</u>	<u>Retention</u>	<u>Disposition</u>	<u>PII</u>
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<u>AA000100.</u>	<u>TECHNICAL SKILLS ATTAINMENT (TSA) DOCUMENTS</u>	<u>EVT+75</u>	<u>DEST</u>	<u>N</u>
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TECHNICAL SKILLS ATTAINMENT (TSA) PHASE DOCUMENTS AND TECHNICAL SKILLS ATTAINMENT RECORDS. THESE INCLUDE WTCS REQUIRED STUDENT & INSTRUCTOR SIGNED FORMS SHOWING MEETING OR NOT-MEETING THE REQUIRED ATTAINMENT FOR THE PROGRAM AND THE SUPPORTING ACADEMIC CHECKLISTS AS REQUIRED BY THE WTCS. SINCE THERE IS NO DIRECTION BY THE WTCS, THE COLLEGE HAS DETERMINED TO KEEP THESE FOR SAME LENGTH AS STUDENT TRANSCRIPTS (SA003) - 75 YEARS. RETENTION PERIOD CITATION FOR STUDENT RECORDS IS AMERICAN ASSOCIATION OF COLLEGIATE REGISTRARS AND ADMISSIONS OFFICERS (AACRAO) - STUDENT RECORDS MANAGEMENT: RETENTION, DISPOSAL, AND ARCHIVES OF STUDENT RECORDS.

RETENTION: EVENT(LAST ACTIVITY OF ENROLLMENT BY STUDENT) + 75 YEARS AND DESTROY

<u>AA000200.</u>	<u>SCHEDULING DOCUMENTS</u>	<u>CR+5</u>	<u>DEST</u>	<u>N</u>
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SCHEDULING DOCUMENTS TO INCLUDE: FACULTY SCHEDULES, PROGRAM SCHEDULES, ROOM SCHEDULES, TIMELINE, AND REFERENCE GUIDE.

RETENTION: CR+5 YEARS AND DESTROY

<u>RDA #</u>	<u>RDA Title</u>	<u>Retention</u>	<u>Disposition</u>	<u>PII</u>
<u>AA000300.</u>	<u>TRANSFER AND DUAL CREDIT AGREEMENTS</u> TRANSFER AGREEMENTS ARE AGREEMENTS MADE BETWEEN WITC AND PRIVATE AND/OR UW ENTITIES TO ALLOW STUDENTS TO TRANSFER COMPLETED POST-SECONDARY PROGRAM OR COURSES TO OTHER EDUCATIONAL INSTITUTIONS. DUAL CREDIT AGREEMENTS ARE AGREEMENTS WITH HIGH SCHOOL TO PARTNER TO PROVIDE COURSE TRANSFER INTO WITC. RETENTION: EVENT(END OF THE AGREEMENT) + 6 YEARS AND DESTROY.	<u>EVT+6</u>	<u>DEST</u>	<u>N</u>
<u>AA000400.</u>	<u>ADVISING</u> STUDENT ADVISING FILES - INCLUDING NOTES FROM ADVISORS AFTER ADVISEMENT SESSIONS WITH STUDENTS. THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) (20 U.S.C. SS 1232G; 34 CFR PART 99) RETENTION: EVENT(AFTER STUDENT LEAVES COLLEGE) + 3 YEARS AND DESTROY CONFIDENTIAL	<u>EVT+3</u>	<u>DEST</u>	<u>Y</u>
<u>AA000600.</u>	<u>FACULTY GENERATED STUDENT RECORDS - EVALUATIONS AND GRADEBOOKS</u> Student clinical site evaluations, faculty evaluations of students, and faculty paper grade books. Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g: 34 CFR Part 99)	<u>CR+7</u>	<u>DEST</u>	<u>Y</u>
<u>AA000700.</u>	<u>ACADEMIC EVALUATIONS</u> ACADEMIC EVALUATIONS (FOR INSTRUCTORS) TO INCLUDE COURSE EVALUATIONS, CLINICAL AGENCY FEEDBACK FORMS, AND FIELDWORK COORDINATOR EVALUATIONS. RETENTION: CR+5 YEARS AND DESTROY	<u>CR+5</u>	<u>DEST</u>	<u>N</u>
<u>AA000800.</u>	<u>EXTERNSHIP TRAINING AGREEMENTS</u> TRAINING AGREEMENTS WITH OUTSIDE FACILITIES FOR PROGRAM EXTERNSHIPS. INCLUDES EARLY CHILDHOOD PRACTICUM SITE AGREEMENTS & NAEYC ETHICAL CODE OF CONDUCT AGREEMENTS, HUMAN SERVICES ASSOCIATE FIELD AGENCY AGREEMENTS, APPRENTICESHIP PROGRAM CONTRACT AGREEMENTS, AND HEALTH PROGRAM EXTERNSHIP TRAINING AGREEMENTS. RETENTION: EVENT(EXPIRATION DATE OF AGREEMENT) + 10 YEARS AND DESTROY	<u>EVT+10</u>	<u>DEST</u>	<u>N</u>
<u>AA001000.</u>	<u>PROGRAM ASSESSMENT / COLLEGEWIDE OUTCOMES</u> PROGRAM ASSESSMENT/COLLEGEWIDE OUTCOMES PLANS INCLUDE RECORDS ON FACULTY ASSESSMENT OF THEIR PROGRAMS AND IMPROVEMENT OF THEIR PROGRAMS. RETENTION: CR + 15 YEARS AND DESTROY	<u>CR+15</u>	<u>DEST</u>	<u>N</u>
<u>AA001100.</u>	<u>FACULTY GENERATED STUDENT RECORDS - COURSEWORK AND ATTENDANCE</u> Faculty generated student records to include final or graded coursework not returned to student, and attendance records. Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g: 34 CFR Part 99) EVENT: End of school year	<u>EVT+1</u>	<u>DEST</u>	<u>N</u>
<u>CUR00020.</u>	<u>CHALLENGE EXAMS (MASTER EXAM AND FORMS)</u> CHALLENGE EXAMS: CHALLENGE EXAMS ARE COURSE TEST OUT EXAMS. THEY INCLUDE EXAM INFORMATION SHEET, THEORY AND/OR PRODUCTION EXAM, RUBRIC AND/OR KEY, SUCCESS RATE DOCUMENT AND EXAM INFORMATION TEMPLATE. RETENTION: EVENT(UNTIL SUPERSEDED) AND DESTROY	<u>EVT</u>	<u>DEST</u>	<u>N</u>
<u>CUR00030.</u>	<u>PROGRAM DEVELOPMENT DOCUMENTS</u> PROGRAM DEVELOPMENT DOCUMENTS INCLUDE LETTER OF INTENT FROM WITC TO THE STATE SHOWING INTEREST IN OFFERING THE PROGRAM. ALSO INCLUDES PROGRAM PROPOSAL AND SUPPORTING DOCUMENTS. THESE ARE REQUIRED BY WTCS FOR ALL PROGRAM REQUESTS. RETENTION: CR+15 YEARS AND DESTROY	<u>CR+15</u>	<u>DEST</u>	<u>N</u>

Dept #: /292.16/200/ Department Name: ACADEMIC AFFAIRS

<u>RDA #</u>	<u>RDA Title</u>	<u>Retention</u>	<u>Disposition</u>	<u>PII</u>
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<u>CUR00040.</u>	<u>CURRICULUM DEVELOPMENT</u>	<u>CR+10</u>	<u>DEST</u>	<u>N</u>
CURRICULUM DEVELOPMENT INCLUDES SUMMARIES, APPLICATION FORMS, GUIDELINES, PROJECT DEFINITION, CHECKLISTS, AND CURRICULUM MODIFICATION DOCUMENTS. THESE ARE THE DEVELOPMENT ONLY DOCUMENTS AND ONLY NEED TO BE KEPT 10 YEARS FROM CREATION.				
RETENTION: CR+10 YEARS AND DESTROY				

<u>CUR00050.</u>	<u>CURRICULUM DOCUMENTATION</u>	<u>EVT+20</u>	<u>DEST</u>	<u>N</u>
CURRICULUM DOCUMENTATION INCLUDES COURSE OUTCOME SUMMARIES, SYLLABI, PROGRAM DESIGN AND OUTCOME MATRIXES.				
RETENTION: EVENT(END OF THE ACADEMIC YEAR) + 20 YEARS AND DESTROY				

Dept #: /292.16/300/ Department Name: COLLEGEWIDE

<u>RDA #</u>	<u>RDA Title</u>	<u>Retention</u>	<u>Disposition</u>	<u>PII</u>
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<u>COL00010.</u>	<u>COLLEGE HISORICAL DOCUMENTATION</u>	<u>CR+20</u>	<u>TRANS OTHER</u>	<u>N</u>
COLLEGE HISTORICAL DOCUMENTATION INCLUDES: COLLEGE CATALOGS, ANNUAL REPORTS - KEPT FOR HISTORICAL COLLEGE DOCUMENTATION AS DETERMINED BY COLLEGE ADMINISTRATION.				
RETENTION: CR + 20 YEARS AND TRANSFER TO COLLEGE ARCHIVES ON COLLEGE LOCATION				

Dept #: /292.16/320/ Department Name: CONTINUING EDUCATION

<u>RDA #</u>	<u>RDA Title</u>	<u>Retention</u>	<u>Disposition</u>	<u>PII</u>
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<u>CE000100.</u>	<u>EMS, CRIMINAL JUSTICE & TRAFFIC SAFETY COURSE DOCUMENTS</u>	<u>EVT+5</u>	<u>DEST</u>	<u>N</u>
EMS & CRIMINAL JUSTICE COURSE AND ADMINISTRATIVE DOCUMENTS INCLUDE: GRADES, ATTENDANCE, EXAM SPREADSHEETS, PERFORMANCE ASSESSMENT TASKS, INSTRUCTOR NOTES, ROSTERS, SKILL SHEETS, CERTIFICATES OF COMPLETION, AND SYLLABI.				
TRAFFIC SAFETY COURSE DOCUMENTS INCLUDE: TRAFFIC SAFETY ROSTERS; REQUIRED 72-HOUR CALL-IN DOCUMENTATION; AUTHORIZATIONS TO RELEASE RECORDS; REQUIRED MOTOR VEHICLE DOCUMENTATION; RESTAURANT MANAGER CERTIFICATIONS; INSURANCE LICENSURE CERTIFICATIONS; REAL ESTATE LAW CERTIFICATIONS; CERTIFIED MEDICAL ASSISTANT CONTINUING EDUCATION COURSE CERTIFICATIONS; RESPONSIBLE BEVERAGE COURSE CERTIFICATIONS; COMMUNITY BASED RESIDENTIAL FACILITIES COURSE CERTIFICATIONS; AND SYLLABI.				
RETENTION: EVENT(END OF ACADEMIC TERM IN WHICH CREATED) + 5 YEARS AND DESTROY				

<u>CE000300.</u>	<u>SERVICE CONTRACTS</u>	<u>EVT+7</u>	<u>DEST</u>	<u>N</u>
SERVICE CONTRACTS INCLUDE: EXCHANGE OF SERVICES AGREEMENTS AND SERVICE CONTRACTS THAT THE COLLEGE CREATES WITH OUTSIDE CUSTOMERS, TRAINING CONTRACTS WITHIN WIS. STAT. 38.14, AND OUT-OF-DISTRICT LETTERS.				
RETENTION: EVENT(END OF CONTRACT) + 7 YEARS AND DESTROY				

<u>CE000500.</u>	<u>MOTORCYCLE SAFETY ADMINISTRATIVE DOCUMENTS</u>	<u>EVT+5</u>	<u>DEST</u>	<u>N</u>
MOTORCYCLE SAFETY ADMINISTRATIVE DOCUMENTS INCLUDE ROSTERS, EXAMS, WAIVERS, AND OTHER REQUIRED MOTORCYCLE SAFETY DOCUMENTATION.				
PAPER RECORDS WILL BE SCANNED AND REVIEWED FOR QUALITY CONTROL PURPOSES. THEY WILL BE DESTROYED 1 YEAR AFTER THE QUALITY CONTROL PROCESS IS COMPLETE.				
RETENTION: EVENT(END OF ACADEMIC TERM IN WHICH CREATED) + 5 YEARS AND DESTROY				

Dept #: /292.16/320/ Department Name: CONTINUING EDUCATION

<u>RDA #</u>	<u>RDA Title</u>	<u>Retention</u>	<u>Disposition</u>	<u>PII</u>
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Dept #: /292.16/400/ Department Name: STUDENT AFFAIRS

<u>RDA #</u>	<u>RDA Title</u>	<u>Retention</u>	<u>Disposition</u>	<u>PII</u>
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<u>FA000100.</u>	<u>FINANCIAL AID STUDENT RECORDS AND AWARD ADMINISTRATION RECOR</u>	<u>EVT+4</u>	<u>DEST</u>	<u>Y</u>
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FINANCIAL AID RECORDS TO INCLUDE REQUIRED FISCAL FINANCIAL AID RECORDS AND CORRESPONDENCE AND DEPT OF VETERAN AFFAIRS REQUIRED FILES. FINANCIAL AID AWARD ADMINISTRATION RECORDS TO INCLUDE RECONCILIATIONS, STUDENT REFUND REVERSALS AND STATE GRANT REQUIRED RECORDS. INCLUDES DEPARTMENT OF VETERANS AFFAIRS PROGRAM APPROVALS WHICH COMES FROM THE VETERAN STATE APPROVING AGENCY (SAA). THIS IS DOCUMENTATION OF OFFICIAL PROGRAM APPROVALS THAT WISCONSIN INDIANHEAD TECHNICAL COLLEGE CAN CERTIFY FOR VETERANS BENEFITS. ALSO INCLUDES FEDERALLY FUNDED FINANCIAL AID RECORDS AND CORRESPONDENCE.

RECORD ACCESS LEGAL CITATION: 34 CFR 668.24, 674.19

RETENTION: EVENT(END OF AWARD YEAR FOR WHICH THE AID WAS AWARDED) + 4 YEARS AND DESTROY
CONFIDENTIAL

<u>FA000200.</u>	<u>RECORDS TO ADMINISTER FINANCIAL AID</u>	<u>EVT+4</u>	<u>DEST</u>	<u>Y</u>
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ALL RECORDS USED TO ADMINISTER FINANCIAL AID TO INCLUDE: FISCAL OPERATIONS REPORT & APPLICATION TO PARTICIPATE (FISAP), ELIGIBILITY AND CERTIFICATION APPROVAL REPORT (ECAR) AND PROGRAM PARTICIPATION AGREEMENT (PPA).

RECORD ACCESS LEGAL CITATION: 34 CFR 668.24, 674.19

RETENTION: EVENT(END OF AWARD YEAR FOR WHICH THE AID WAS AWARDED) + 4 YEARS AND DESTROY
CONFIDENTIAL

<u>FA000400.</u>	<u>IDENTITY / STATEMENT OF EDUCATIONAL PURPOSE RECORDS</u>	<u>P</u>	<u>PERM</u>	<u>Y</u>
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FEDERAL STUDENT VERIFICATION FORMS FOR IDENTITY/STATEMENT OF EDUCATIONAL PURPOSE AS REQUIRED TO BE KEPT IN PAPER PERMANENTLY PER ACCESS AND RETENTION LEGAL CITATION 34 CFR 668.57(D).

RETENTION: PERMANENT

<u>SA000100.</u>	<u>STUDENT RECORD ADMISSION, ENROLLMENT & REGISTRATION DOCUMEN</u>	<u>EVT+5</u>	<u>DEST</u>	<u>Y</u>
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ALL RECORDS RELATED TO STUDENT ADMISSION, REGISTRATION & ENROLLMENT TO INCLUDE: PROGRAM REQUIRED BACKGROUND CHECKS AND FUNCTIONAL ABILITY STATEMENT OF UNDERSTANDING, ADMISSION LETTERS (NOTICES OF ADMISSION, DENIAL, WAITLIST NOTIFICATION), RELEVANT CORRESPONDENCE, ENTRANCE EXAMINATION REPORT/TEST SCORES (STANDARDIZED TEST SCORES SUCH AS ACT/COMPASS), AND PLACEMENT TEST RECORDS/SCORES, AUTHORIZATION TO RELEASE CONFIDENTIAL INFORMATION, ENROLLMENT AGREEMENT, 3RD PARTY VENDOR VERIFICATIONS, REGISTRATION FORMS, AND LEARNING CONTRACTS.

RECORDS CONTAIN CONTENT THAT IS CONFIDENTIAL AS DEFINED BY FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA), 20 U.S.C. SS 1232G; 34 CFR PART 99.

RETENTION: EVENT(LAST ACTIVITY OF ENROLLMENT) + 5 YEARS AND DESTROY CONFIDENTIAL

<u>SA000200.</u>	<u>STUDENT RECORD ADMISSION DOCUMENTS</u>	<u>CR+10</u>	<u>DEST</u>	<u>N</u>
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STUDENT AFFAIRS ADMINISTRATIVE RECORDS TO INCLUDE THE OFFICIAL COLLEGE ACADEMIC CALENDAR, PROGRAM HANDBOOKS, AND STUDENT HANDBOOK.

RETENTION: CR + 10 YEARS AND DESTROY

<u>SA000300.</u>	<u>STUDENT RECORDS COURSE & FINAL GRADE DOCUMENTS</u>	<u>EVT+75</u>	<u>DEST</u>	<u>Y</u>
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ALL RECORDS RELATED TO STUDENT COURSE AND FINAL GRADES TO INCLUDE STUDENT PERSONAL INFORMATION CHANGE FORMS, CREDIT FOR PRIOR LEARNING DOCUMENTS, GRADE CHANGE FORMS, REQUEST TO AUDIT CLASS, CONFIDENTIAL CORRESPONDENCE, STUDENT INCIDENT REPORTS, AND COLLEGE TRANSCRIPTS. OFFICIAL HISTORICAL STUDENT RECORD OF COURSE ENROLLMENT.

RECORDS CONTAIN CONTENT THAT IS CONFIDENTIAL AS DEFINED BY FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA), 20 U.S.C. SS 1232G; 34 CFR PART 99. RECORD RETENTION GUIDELINES BY AMERICAN ASSOCIATION OF

Dept #: /292.16/400/ Department Name: STUDENT AFFAIRS

RDA # RDA Title Retention Disposition PII

COLLEGIATE REGISTRARS AND ADMISSIONS OFFICERS (AACRAO) - STUDENT RECORDS MANAGEMENT: RETENTION, DISPOSAL, AND ARCHIVES OF STUDENT RECORDS.

RETENTION: EVENT(LAST ACTIVITY OF ENROLLMENT) + 75 YEARS AND DESTROY CONFIDENTIAL

SA000400. **ACADEMIC APPEALS AND TUITION REFUND APPEALS** **EVT+10** **DEST** **Y**

ALL RECORDS RELATED TO STUDENT ACADEMIC AND TUITION REFUND APPEALS.
RECORDS CONTAIN CONTENT THAT IS CONFIDENTIAL AS DEFINED BY FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA), 20 U.S.C. SS 1232G; 34 CFR PART 99.

RETENTION: EVENT(LAST ACTIVITY OF ENROLLMENT) + 10 YEARS AND DESTROY CONFIDENTIAL

Dept #: /292/ Department Name: WISCONSIN TECHNICAL COLLEGE SYSTEM

RDA # RDA Title Retention Disposition PII

00006000. **STATE BOARD AGENDAS, MATERIALS, AND MINUTES** **CR+7** **SHSW** **N**

COPIES OF AGENDAS, DOCUMENTATION SUPPORTING STATE BOARD AGENDA ITEMS FOR CONSIDERATION AND MINUTES OF ALL COMMITTEE AND TASK FORCE MEETINGS, AND REGULAR AND SPECIAL MEETINGS OF THE WISCONSIN TECHNICAL COLLEGE SYSTEM (WTCS) BOARD. INCLUDES, BUT IS NOT LIMITED TO, MATERIALS PREPARED FOR STATE BOARD MEETINGS PERTAINING TO BUDGET, LEGISLATIVE REPORTS AND PROCEDURES; ADMINISTRATIVE POLICY STATEMENTS; PROGRAM DEVELOPMENT, MODIFICATION AND DISCONTINUANCE; DISTRICT BOARD MEMBER APPOINTMENTS; DISTRICT FACILITY AND FUNDING REQUESTS, AND OTHER RELATED MATERIALS CONCERNING THE OPERATION OF THE WTCS.

RECOMMENDATION: RETAIN FOR 7 YEARS AND FORWARD TO THE STATE HISTORICAL SOCIETY FOR PRESERVATION WITH AUTHORITY TO PURGE PROVIDED A MICROFILM OR OTHER ELECTRONIC MEDIUM COPY OF THE MINUTES ONLY IS PREPARED AND RETAINED AS PROVIDED UNDER WIS. STATS. 16.61(7), AND WIS. ADMIN. CODE CH. PR 1

EVENT = CR + 7 YEARS AND TRANSFER TO STATE ARCHIVES (WHS)

00007000. **PRESIDENT, VICE PRESIDENTS, AND EXECUTIVE ASSISTANTS MATERIALS** **CR+5** **SHSW** **N**

CORRESPONDENCE, INCLUDING E-MAIL, REPORTS, AND OTHER DOCUMENTS OF THE PRESIDENT, VICE PRESIDENTS AND THE EXECUTIVE ASSISTANT OF THE WISCONSIN TECHNICAL COLLEGE SYSTEM (WTCS) BOARD EMPLOYED UNDER WIS. STATS 38.04(2) AND (4), CONCERNING THE OPERATION OF THE WTCS, LOCAL TECHNICAL COLLEGE DISTRICTS, STATE AND FEDERAL AGENCIES, STATE STAFF, AND OTHER RELATED TOPICS.

RECOMMENDATION: RETAIN FOR 5 YEARS AND TRANSFER TO THE STATE HISTORICAL SOCIETY FOR PRESERVATION WITH AUTHORITY TO PURGE.

EVENT = CR + 5 YEARS AND TRANSFER TO STATE ARCHIVES (WHS)

00016000. **STAFF ACCOUNTING REPORTS** **EVT+7** **DEST** **Y**

The Staff Accounting reports contain demographic information (including SSN), salary, wage and fringe detail, and workload information for WTCSB district staff.

EVENT: date of report

00019000. **PROGRAM APPROVAL DOCUMENTS - WTCSB APPROVAL NOT REQUIRED** **EVT+3** **DEST** **N**

Program Development materials submitted from the 16 Districts within the state which are not submitted to the WTCSB for approval:

- * Advanced technical Certificate (ATC) requests will be retained until their sunset date
- * Program Title Changes and Modifications
- * Program Suspensions/Withdrawals initiated by the district
- * Curriculum modifications, with the most current curriculum modification replacing the existing curriculum modification

EVENT: submission date

00020000. **PROGRAM APPROVAL DOCUMENTS - WTCSB APPROVAL REQUIRED** **EVT+3** **DEST** **N**

- * Program concept development materials submitted from the 16 Districts within the state for approval by the WTCSB.
- * Program Discontinuance Proposal materials submitted from the 16 Districts within the state for approval by the WTCSB.

RDA #	RDA Title	Retention	Disposition	PII
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EVENT: Submission date

<u>00021000.</u>	<u>EMERGENCY MEDICAL SERVICES EXAM RESULT BOOKS</u>	<u>EVT+3</u>	<u>DEST</u>	<u>Y</u>
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The Wisconsin Department of Health Services, Division of Public Health, Office of Preparedness and Emergency Health Care requires verification of current certification by the National Registry of Emergency Medical Technicians (NREMT) as verification of eligibility for original licensing, or relicensing as an Emergency Medical Technician in Wisconsin. Eligibility requirements and time frames for participation in retesting, licensing and relicensing are such that a history of student participation in NREMT testing remain available for a period of three years after completion of the test. Stored by exam.

EVENT = Test completion + 3 Years

<u>00022000.</u>	<u>UFFAS REPORTS</u>	<u>EVT+7</u>	<u>DEST</u>	<u>N</u>
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The Uniform Financial Fund Accounting System (UFFAS) reports contain individual district, and aggregate financial information.

For example: expenditure and revenue reports, balance sheets and cost allocation reports.

EVENT: date of report

<u>00023000.</u>	<u>CLIENT REPORTING</u>	<u>EVT+7</u>	<u>DEST</u>	<u>Y</u>
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Client Reporting reports include demographic and course record information for district student/client population. Reports also provide information detailing federal/state grant funded services provided to specific individuals.

Information contained within these reports is protected under the Family Educational Rights and Privacy Act (FERPA) 34 CFR Part 99.

EVENT: date of report

<u>00026000.</u>	<u>CONTRACT REPORTS</u>	<u>EVT+7</u>	<u>DEST</u>	<u>N</u>
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The contract reports contain information related to contracts for services entered into by WTCSB districts under Wis. Stat. § 38.14(3).

EVENT: date of report

<u>00028000.</u>	<u>FIRE SERVICE RECORDS</u>	<u>CR+7</u>	<u>DEST</u>	<u>Y</u>
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WI Technical College System Fire service student training records. These records establish students' eligibility requirements and time frames for participation in International Fire Service Accreditation Congress (IFSAC) testing, retesting and relicensing.

Fire Service instructional efforts are covered under Wis. Stat. § 38.04(9) "training program for fire fighters". By providing a training program, we are required to maintain files as to student enrollment, completion, test scores, etc. These documents are confidential and must remain available for a period of seven years after completion of the student's original test. The records are stored by exam.

The Federal Educational Rights and Privacy Act of 1974 (FERPA) (20 U.S.C. § 1232g; CFR Part 99) is a Federal law that applies to educational agencies and institutions that receive funding under a program administered by the US Department of Education. The WTCS is subject to the requirements of FERPA.