



Policy Title:	100.105 BMCC RECORDS RETENTION SCHEDULE		
Approval Authority:	President	Date Effective:	July 31, 2023
Responsible Office:	Individual Departments	Responsible Office Contact:	Individual Department Supervisors

GENERAL RETENTION SCHEDULE POLICY

This schedule is the college's official record retention schedule. The purpose of the centralized schedule is to provide a mechanism to help ensure the college is maintaining necessary records for an appropriate length of time. This schedule includes a section for each department within the college. Also see the college's **Record Retention Policy** for more guidance.

It is the responsibility of administrators and staff in these departments to ensure that records are maintained properly and that records that document the history and achievement of the units are stored for permanent retention. Note that financial records, grant documentation, personnel records and student educational records must be kept in accordance with their specific legal guidelines.

College Records Definitions

For the purposes of this schedule, college records are defined as all records, regardless of their form, prepared, owned, used, retained by, or in the possession of an individual in the performance of an official function of the college.

Records Included in this Schedule

Records included in this record retention schedule should be original, unique or of continuing importance to the college. They should have legal, fiscal, administrative, or historical purpose.

Retention Period

The retention period should be the length of time that the record is useful or required to be kept by an external source, such as a law or an accreditation agency. This Record Retention Schedule requires an ongoing process in which records will periodically be reviewed and updated.

Departments should maintain records for at least the minimum recommendation but may decide to retain materials longer per departmental policy or if they are still of

administrative use. Because optically scanned and stored documents are a valid, legal substitute for paper originals, once documents have been scanned the paper versions can be shredded or disposed of.

Approved 05/26/2017; Revised by HR Department and Academics Department 07/14/2023; Approved by the BMCC President on 07/14/2023.

Approved:



Date: 07/31/2023

Duane A Bedell

BMCC RECORDS RETENTION SCHEDULE INDEX

The retention schedule for each department can be found as follows:

DEPARTMENT NAME	PAGE NO.
Academics	3
Accounting, Human Resources, and Student Billing	4
Administration-Presidents Office	8
Admissions Office	10
Charter Schools Office	10
Disability Services	14
Financial Aid	15
General Counsel	15
Library	17
Registrar Office	17
Student Services-Student Success Center	18

ACADEMICS

RECORD DESCRIPTION	OFFICIAL CREATOR/ REPOSITORY	RETENTION PERIOD (IN YEARS)
Academic Dishonesty Form-Student	Academics	10 Years
Academic Calendar	Academics	Permanent
Catalogs	Academics	Permanent
Course Schedule	Academics	Permanent
Academic Program Mission Statements	Academics	Permanent
Academic Program Descriptions	Academics	Permanent
Academic Faculty & Department Meeting Minutes	Academics	10 Years
Student Complaints	Academics	10 Years
Academic Program Advisory Committee Meeting Minutes	Academics	10 Years
Course Evaluations	Academics	10 Years
Syllabi	Academics	Permanent
Curriculum Committee Meeting Minutes	Academics	Permanent
Curriculum Committee Proposals – Signed Approvals	Academics	Permanent
Articulation Agreements	Academics	Permanent
Attendance Reports	Academics	Retain for one semester prior to current.
Academic Purchase Orders	Academics	Retain for one year
Faculty Objectives	Academics	10 years
Student Incomplete Contract Agreements	Academics	1 year
Faculty Handbook	Academics	Permanent
Instructor Feedback Reports	Academics	10 years
Assessment Artifacts *prior to 2017-2018 Academic year	Department Chairs	10 years
Assessment Artifacts *taskstream	Department Chairs	Permanent
Faculty Correspondence	Academics	Permanent

ACCOUNTING, HUMAN RESOURCES, AND STUDENT BILLING

RECORD DESCRIPTION	OFFICIAL CREATOR/ REPOSITORY	RETENTION PERIOD (IN YEARS)
ACCOUNTING AND FINANCE		
Accounts Receivable		
Cash Receipts	Accounting	7 years
Subsidiary Ledgers	Accounting	7 years
Account Reconciliations	Accounting	7 years
Invoices	Accounting	7 years
Accounts Payable and Disbursement		
Purchase Orders (pink copy)	Accounting	2 years
Invoices or expense records (check requests, PO, travel, etc.)	Accounting	7 years
Subsidiary Ledgers	Accounting	7 years
Check Register	Accounting	7 years
Account Reconciliations	Accounting	7 years
Banking Records		
Bank Statements	Accounting	7 years
Bank Reconciliations	Accounting	7 years
Deposit Records	Accounting	7 years
Cancelled Checks/Wire Transfers/Voided Checks	Accounting	7 years
Delegation of Authority (Resolutions)	President's Office	Permanent
Bank Signature Cards	Accounting	7 years
Financial		
General Ledgers (One copy for each fiscal year)	Accounting	Permanent (starting 7/1/00)
Audited Financial Statements	Accounting	Permanent
Year-End Financial Statements	Accounting	Permanent (starting 7/1/00)
Monthly or Quarterly Financial Statements	Accounting	Current Fiscal Year
Audit Info File (Electronic Only - Trial Balance and other spreadsheets or schedules that	Accounting	Permanent (starting 7/1/00)

tie in to the audited financial statement figures)

Audit Work papers (Paper file)	Accounting	7 years
Journal Entries and Supporting Documentation	Accounting	7 years

Budget Records

Budget Spreadsheets with Supporting Documentation	Accounting	7 years
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Grants and Contracts

Grant and Contract Files	Accounting	3 years after the final expenditure report is submitted, unless terms of grant specify longer
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Indirect and Space Cost Proposals

Indirect Cost Rate Proposals	Accounting	3 years after negotiated rate period ends
Space Cost Allocation Plan (with budget spreadsheets)	Accounting	7 years

IPEDS Academic Libraries Survey (documentation for financial portion)	Accounting	3 years
IPEDS Finance Survey	Accounting	3 years
IPEDS HR Survey	Accounting	3 years
HLC Annual Institutional Update (documentation for financial portion)	Accounting	Permanent
AKIS-AIMS (documentation for financial portion)	Accounting	3 years
AKIS-AIMS (documentation for HR portion)	Human Resources	3 years

Campus Crime Reports

Annual Security Report (Clery Act)	Accounting	7 years
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Tax Reporting and Information Returns

Information Returns filed with Federal and/or State Authorities (W-2, 1098-T, 1099-MISC, 1095-C, etc.)	Accounting	7 years
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Payroll Tax Returns - Federal and State	Accounting	7 years
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Investments

Investment Bank Statements and Bank Reconciliations	Accounting	7 years
Investment Performance Reviews	Accounting	7 years
Bank Account Agreements	Accounting	Permanent
Endowment Agreements	Accounting	Permanent
Investment Policies	Accounting	7 years (from expiration or termination of policy)

Capital Property Records

Capital Asset Schedule	Accounting	4 years after disposition
Capital Equipment Records	Accounting	4 years after disposition
Real Property Records	Accounting	4 years after disposition
Property Appraisals	Accounting	4 years after disposition
Deeds and Titles	Accounting	4 years after disposition
Deeds and Titles for Donated Real Property Subsequently Sold	Accounting	4 years
Property Tax Records	Accounting	7 years
Depreciation Records	Accounting	Life of asset plus 4 years

INSURANCE AND RISK MANAGEMENT

Accident Reports/Claims (settled cases)	Accounting	8 years
Insurance Policies	Accounting	8 years, or until any open claim under a policy has closed
Insurance Certificates	Accounting	8 years

STUDENT BILLING

Uncollectible accounts (accounts written off)	Student Billing	Permanent
Collection agency records	Student Billing	Shred after student account paid off
Payment plans	Student Billing	Shred after student account paid off
AOT Book Sales (charges to student account using financial aid)	Student Billing	Permanent (starting Summer, 2015)

Payroll Deducts (BMIC and BMCC)	Student Billing	Shred after student account paid off
Notice to BMIC to stop student payroll deduct	Student Billing	Permanent (starting in 2008)
Third Party Billing (Michigan Rehabilitation, TEACH, TIP, etc.)	Student Billing	Keep for 3 semesters, then shred if payment has been made
Student AR Excel Spreadsheet (old Univers. system billing detail)	Student Billing	Permanent
Student AR Excel Spreadsheets (manual system)	Student Billing	Permanent (6/30/00 to 4/25/02)

HUMAN RESOURCES

Wage and Personnel Records

Employee Payroll File (W-4's, pay rate authorizations, payroll deductions, individual benefit information, etc.)	HR/Accounting	10 years past resignation date
Employee Human Resources File (Resume, transcripts, job description, professional licenses, certifications, etc.)	HR/Accounting	10 years past resignation date
Disciplinary Warnings and Actions	HR/Accounting	10 years past resignation date
Employee Time Sheets	HR/Accounting	7 years
Pay Grid	HR/Accounting	7 years
Employee I-9 USCIS Form* *must be stored separate from Employee Accounting and HR file	HR/Accounting	The later of 3 years after date of hire OR one year after the date employment ends.
Supporting identification documents to verify US employment eligibility	HR/Accounting	10 years past resignation date

General Files

Superseded Personnel Policies	HR/Accounting	Permanent
Employee Medical Records* (Medical examination or doctor's notes, disability claim forms, family medical leave records, worker's compensation records). *must be stored separate from Employee Accounting and HR file)	HR/Accounting	7 years
Payroll Registers	HR/Accounting	7 years

Health Insurance Plan Information (medical, Rx, dental, and vision)	HR/Accounting	7 years after expiration of policy period
Retirement Plan Documents	HR/Accounting	Permanent
Group Long Term and Short Term Disability Policy	HR/Accounting	7 years after expiration of policy period
Life Insurance Plan	HR/Accounting	7 years after expiration of policy period
Cafeteria Plan	HR/Accounting	Permanent

Selection and Hiring Records

Application blanks, resumes, reference letters, background investigation results, job announcements, screening tools and tests, interview notes, and all other documents used to make a hire or no hire decision for all applicants.	HR	3 years
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ADMINISTRATION-PRESIDENTS OFFICE

RECORD DESCRIPTION	OFFICIAL CREATOR// REPOSITORY	RETENTION PERIOD (IN YEARS)
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Admissions Office

Institutional and Legal Documents

College Charter	President's Office	Permanent
By-Laws	President's Office	Permanent
Administrative Minutes	President's Office	Permanent
Board of Regents Minutes	President's Office	Permanent
Accreditation Documentation	President's Office	Permanent
Non-Disclosure Agreements	President's Office	Permanent
Contracts, Deeds, and Leases	President's Office	Permanent
Waiver and Release Form Templates	President's Office	Permanent

Presidential Records (correspondence)	President's Office	Permanent
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Institutional Planning Records:

Strategic Planning, Proposals, Special Projects, Goal and Objective Statements, Final Reports, and Formation Documents.	President's Office	Permanent
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Administrative Policies	President's Office	Permanent
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Campus Newsletters	President's Office	Permanent
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Disciplinary Warnings and Actions	President's Office	Permanent
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Faculty and Student Incident Reports	President's Office	Permanent
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Institutional Survey Results	President's Office	10 Years
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Federal and State Grant Records	President's Office	ACT+3
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Private Grant Records	President's Office	ACT+6
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Facilities

Engineering Architecture, Planning, Surveying, and Environmental Documents.	President's Office	Permanent
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Equipment Manuals	President's Office	Permanent
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E.P.A. Reports (water, soil, etc.)	President's Office	Permanent
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Buildings and Grounds Maintenance Schedule	President's Office	Permanent
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ADMISSIONS OFFICE

RECORD DESCRIPTION	OFFICIAL CREATOR// REPOSITORY	RETENTION PERIOD (IN YEARS)
Admissions Office		
Admissions Applications- Admitted On Campus student files	Admissions Office	Duration of attendance then transferred to Registrar's Office
Admissions Applications-Not registered	Admissions Office	Permanent
Admissions Applications- Not registered-student transcripts and Tribal Identification Information	Admissions Office	Two Years

CHARTER SCHOOLS OFFICE

RECORD DESCRIPTION	OFFICIAL CREATOR/ REPOSITORY	Retention Period
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CHARTER SCHOOLS OFFICE

Bay Mills Community College Board of Regents Public School Academy Authorizing Body [Storage Media Paper/Electronic]

Postings	CSO	Permanent
Agendas	CSO	Permanent
Minutes	CSO	Permanent
Resolutions	CSO	Permanent
Fax/Phone Votes	CSO	Permanent
Correspondence	CSO	Permanent
Oath of Office/Section 1475 Certification	CSO	Permanent

Public School Academies [Storage Media: Electronic]

School Contact List	CSO	Permanent
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Transparency Requirements/ Mitten- Certificate of Completion	CSO	Permanent
Emergency Drills Day Schedule	CSO	Permanent
Tech Safety Policy	CSO	Permanent
Anti-Bullying/Cyber-Bullying Policy	CSO	Permanent
Testing Login Information	CSO	Permanent
Expense Reimbursement Policies	CSO	Permanent
Board Policies	CSO	Permanent
State Aid Note Program Requirements- Phase I	CSO	Permanent
Board Calendar	CSO	Permanent
Agendas	CSO	Permanent
Proposed Minutes	CSO	Permanent
Approved Minutes	CSO	Permanent
Board Member Application Documents	CSO	Permanent
Board Member Nomination Documents	CSO	Permanent
Oath of Office and Acceptance Letter of Board Members	CSO	Permanent
Contracts - Employees or Services (transportation, maintenance, food service, etc.)	CSO	Permanent
Lease and Management Agreements – New, Amendments or Renewals	CSO	Permanent
Litigation and/or Formal Proceedings	CSO	Permanent
Correspondence Requiring Response	CSO	Permanent
Correspondence Not Requiring Response	CSO	Permanent
FOIA Requests	CSO	Permanent
Items that Require BMCC Prior Approval	CSO	Permanent
Asbestos Plan & Approval	CSO	Permanent
Cardiac Emergency Response Plan	CSO	Permanent
Child Care/Preschool Licenses, if applicable	CSO	Permanent
Boiler and/or Elevator Inspection, if applicable	CSO	Permanent
Technology Plan & MDE Approval	CSO	Permanent

Asbestos Certification & Training	CSO	Permanent
MDE/Federal Audits or On Site Visits Results	CSO	Permanent
State Aid Note Program Requirements- Phase II	CSO	Permanent
School Calendars	CSO	Permanent
Fourth Quarter Financial Statements	CSO	Permanent
Lease Agreements/Amendments and/or Lease Renewal	CSO	Permanent
Certifications		
CIMS Determination Report	CSO	Permanent
MME Test Results and Analysis	CSO	Permanent
Employee Handbook	CSO	Permanent
Annual Education Report with Dated Notice to Public	CSO	Permanent
Emergency Drills Day Schedule	CSO	Permanent
SE 4096 Special Education Actual Cost Report	CSO	Permanent
Playground Safety Training for Staff –Rules, Agenda, Attendance	CSO	Permanent
Teacher and Administrator Evaluation and Employee Certification Warranty*	CSO	Permanent
Tech Safety Policy	CSO	Permanent
Expense Reimbursement Policies	CSO	Permanent
Pest Control Compliance	CSO	Permanent
DS-4898 Preliminary Pupil Membership Count	CSO	Permanent
Annual Nonprofit Corporation Update	CSO	Permanent
MEGS Protective Eyewear Certification	CSO	Permanent
MEGS Right to Prayer Certification	CSO	Permanent
MEGS Constitution Day Certification	CSO	Permanent
SE 4094 Transportation Expenditure Report	CSO	Permanent
First Quarter Financial Statement	CSO	Permanent
Audited Financial Statement and Management Letter	CSO	Permanent
FID Report to CEPI and BMCC	CSO	Permanent

MSDS Fall DS4061, including MI-CIS for Special Education	CSO	Permanent
Board's Response to Auditors Management Letter	CSO	Permanent
Fall REP Report Confirmation	CSO	Permanent
Academy Planning Document	CSO	Permanent
Second Quarter Financial Statement	CSO	Permanent
Budget Amendment	CSO	Permanent
Board Policies	CSO	Permanent
Resolution Requesting Reauthorization	CSO	Permanent
MSDS Spring DS4061	CSO	Permanent
Posted Open Enrollment and Lottery Procedures	CSO	Permanent
Third Quarter Financial Statement	CSO	Permanent
Description and Results of Enrollment Lottery	CSO	Permanent
Proposed Annual Budget	CSO	Permanent
State Accountability Analysis	CSO	Permanent
REP Report Confirmation	CSO	Permanent
Goals Management Summary or School Improvement Plan	CSO	Permanent
Approved Budget	CSO	Permanent
Annual School Safety Report/SRSD (CEPI – SID Summary Report)	CSO	Permanent
Emergency Drills Log	CSO	Permanent
Playground Inspection Log	CSO	Permanent
Confirmation of submission of MSDS End of Year–DS4061	CSO	Permanent
Summary of Results of Parent, Staff Satisfaction Surveys	CSO	Permanent
Health Department or Food Service Permit	CSO	Permanent
Certificate of Insurance	CSO	Permanent
Budget Hearing Posting	CSO	Permanent
Budget Hearing Agenda	CSO	Permanent
Budget Hearing Minutes	CSO	Permanent
All Other Correspondence Pertaining to PSA's	CSO	Permanent

**Field Representative
Documentation**

[Storage Media: Electronic]

Field Representative Contracts	CSO	Permanent
Board Meeting Oversight Report	CSO	Permanent
Field Representative Fall Records Check	CSO	Permanent
Field Representative Spring Records Check	CSO	Permanent

**Proposals and Applications
Not Granted Charters**

[Storage Media: Electronic]

Proposal	CSO	7 years
Proposal Review Sheets	CSO	7 years
Proposal Approval Letter	CSO	7 years
Proposal Denial Letter	CSO	7 years
Application	CSO	7 years
Application Denial Letter	CSO	7 years

DISABILITY SERVICES

RECORD DESCRIPTION	OFFICIAL CREATOR// REPOSITORY	RETENTION PERIOD (IN YEARS)
All student records	Disability Student Services	Up to 7 years after students (registered with Disability Services) stop attending OR upon graduation OR death of student

FINANCIAL AID OFFICE		
RECORD DESCRIPTION	OFFICIAL CREATOR/ REPOSITORY	RETENTION PERIOD
Federal		
Pell Grant	Financial Aid	7 years
Federal Supplemental Educational Opportunity Grant (FSEOG)	Financial Aid	7 years
Work Study	Financial Aid	7 years
Program participation agreement, approval letter and Eligibility and Certification Approval Report (ECAR)	Financial Aid	Permanent
FISAP	Financial Aid	7 years
IPEDS (Student Financial Aid Survey)	Financial Aid	3 years
VA Student Records	Financial Aid	Permanent
State		
Michigan Competitive Scholarship	Financial Aid	7 years
Tuition Incentive Program	Financial Aid	7 years
Scholarships		
All Scholarships	Financial Aid	7 years
Other		
Akis/Aims (Financial Aid Part)	Financial Aid	3 years

GENERAL COUNSEL		
RECORD DESCRIPTION	OFFICIAL CREATOR// REPOSITORY	RETENTION PERIOD (IN YEARS)
Attorney Opinion Letters	General Counsel	Permanent
Attorney-client Correspondence	General Counsel	Permanent
Attorney-client Notes	General Counsel	Permanent

College Policies (legal compliance)	General Counsel	Permanent
Contracts	General Counsel	Permanent
Copyright and Trademark Registrations	General Counsel	Permanent
Freedom of Information Act correspondence for Charter Schools Office	General Counsel	Permanent
Legal Documents-Deeds, easements, titles, legal opinions, active contracts, including but not limited to: expired or cancelled agreements; contracts; insurance policies; and, related terminal documents.	General Counsel	Permanent
Litigation Files, Court Documents and Records, and Discovery Materials - cases resulting in major policy modification; pleadings; final decisions; copies of records of the courts of cases considered historical	General Counsel	Permanent
Litigation Files, Court Documents and Records, and Discovery Materials - All other not referenced above	General Counsel	Permanent
Litigation-Consent Orders; Court Orders; Judgments; Releases; Settlements.	General Counsel	Permanent
Property Deeds; Easements; Licenses; Rights of Way; Leases; Rights of First Refusal; Remainder Interests; Mortgages	General Counsel	Permanent
Property Records-Materials pertaining to: land acquisition; negotiation papers; correspondence; agreements; options; deeds; surveys; purchase contracts; legal opinions; specifications blueprints; and related materials that are pertinent to the property and structures that are college owned.	General Counsel	Permanent

Title IX correspondence, notes,
plus

General Counsel Permanent

LIBRARY		
RECORD DESCRIPTION	OFFICIAL CREATOR/ REPOSITORY	RETENTION PERIOD
COMPASS AND ACCUPLACER		
Compass and Accuplacer score reports	Library	3 years
COMPASS and Accuplacer usage reports	Library	7 years
Financial		
Financial Statements	Library	7 years
Gift receipts	Library	7 years
Budget spreadsheets	Library	7 years
Purchase orders	Library	7 years
General		
Annual reports	Library	Copies retained as long as useful
Policies	Library	Copies retained as long as useful
Grants and Contracts		
Grant and Contract Files	Library	3 years after the final expenditure report is submitted, unless terms of grant specify longer

REGISTRAR OFFICE		
RECORD DESCRIPTION	OFFICIAL CREATOR// REPOSITORY	RETENTION PERIOD (IN YEARS)
All Student Records	Registrar Office	Permanent

STUDENT SERVICE-STUDENT SUCCESS CENTER

DOCUMENT DESCRIPTION	OFFICIAL CREATOR/ REPOSITORY	RETENTION PERIOD
Retention Committee		
Retention Committee Meeting Minutes	SSC	11 years
Student Support Services Meetings		
Student Support Services Meeting Minutes	SSC	11 years
BMCC Handbook/Manual		
Student Handbook	SSC	Permanent
Tutor Manual	SSC	Permanent
Clubs		
Student Council Meeting Minutes	SSC	Permanent
Club Meeting Minutes	SSC	Permanent
Fundraising Information	SSC	ACT+3
Club Statements of Revenue, Expenditures, and Changes in Fund Balance	SSC	ACT+3
Correspondence Memos	SSC	ACT+3
Bylaws and Constitutions	SSC	Permanent
Policies & Procedures	SSC	Permanent
Proctoring		
Incoming Test Logs (test information for students making up a test)	SSC	2 semesters
Daily Activity Log (daily log of test activities)	SSC	1 year
Exam Cover Sheets	SSC	1 semester
Career Services		
Placement files (files maintained on alumni for purposes of career placement (credentials, letters of recommendations))	SSC	Active + 1 year

Student Employment Evaluations	SSC	3 years
Application for student positions- hired	SSC	7 years after termination
Application for student positions- not hired	SSC	2 years
Academic & Career Plan (one-on-one intervention with students)		ACT+2
Documentation related to student issues	SSC	6 years after the end of semester it occurred
Supervisory files	SSC	4 years
Tutoring Services		
Tutor Reports	SSC	ACT+3
Original tutoring records (sign in/out)	SSC	ACT+3
Student surveys	SSC	ACT+3
Tutor Intervention form	SSC	ACT+3
Orientation		
Orientation Survey	SSC	5 Years
Orientation Survey Results (Report)	SSC	5 years
Media Program		
Laptop & Calculator Contracts	SSC	ACT+3 years after disposition of equipment (if purchased with federal funds)
Warning Form	SSC	ACT+3
Assessment/Reports/Grants		
USDA Academic & Agriculture Initiative Data	SSC	ACT+3 years from date of submission of final expenditure report or date from last time funds are drawn for a particular fiscal year
Student Success Center Assessment & Reports	SSC	Permanent
Other		
Flyers/Brochures	SSC	ACT+3
Workshop/Events	SSC	ACT+3