

Title: Records Retention – Academic Programs

- Initial Action: 3/21/2024
 - Board Agenda: 24-070
 - Last Revised
 - Policy: 11/6/2024
 - Procedure: 11/6/2024
 - Last Reviewed:
 - Effective: 12/5/2024
 - Next Review: 11/6/2027
 - Responsibility: Academic Programs
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Policy:

Cecil College recognizes that accurate and effective record keeping related to academic functions is vital to the continued operation of the College and is critical in meeting legal obligations. The office of Academic Programs maintains documentation related to activities associated with offering educational programs, such as grant applications, advisory boards, program annual reports, program reviews, student appeals and complaints, and Maryland Higher Education Commission (MHEC) approvals. Specific course grade information and final course grades are maintained by the faculty who teach each course. A Records Management Process has been established for Academic Programs to support:

- providing evidence of compliance with Federal, State and/or Local government regulations,
- protecting the College, students, personnel, and trustees in the event of litigation, government investigation and/or audit,
- ensuring the academic integrity of the College, and
- preserving the academic history of the College.

Procedure:

In order to accomplish the goals of the Records Management Program, retention periods should be assigned to all records created by the Academic Programs Division. With the retention periods in place, control of records inventory will be more efficient.

Records are defined as any documentary material in any form created or received in connection with the transaction of business and includes: (i) written materials, email, books, photographs, photocopies, publications, forms, microfilms, tapes, computerized records, maps, drawings, and other materials in any format as well as (ii) data generated, stored, received, or communicated by electronic means for use by, or storage in, an information system or for transmission from one information system to another.

- A. Following legal requirements established in the Code of Federal Regulations 2 CFR 200.334 Retention Requirements for Records, guidelines set

forth in COMAR 14.18.02, and standard management practices for business, a retention period for all Academic Programs records will be established.

B. Retention periods will be documented in a Records Retention Schedule. The Records Retention Schedule groups records within the following areas:

1. Academic Programs office
2. Continuing Education and Workforce Development
3. Applicable Academic Programs discipline department
4. Individual faculty
5. Institutional Research Board (IRB)

C. These offices and/or individuals become the custodian of record within their groups and each is responsible for: _

1. Implementing and monitoring records management practices pursuant to this policy.
2. Updating the Records Retention Schedule as applicable.
3. Training staff on importance of effective records management practices.
4. Preserving records as required under this policy.
5. Disposing or archiving of records upon approval and within the parameters set forth in the Records Retention Schedule.
6. Establishing safeguards against damage, removal, or loss of records.

D. Records within each group are put into categories according to their related activity. A brief description of the record along with the retention period is included in the Records Retention Schedule.

F. Revisions to the Records Retention Schedule must be approved by the President.

Retention periods will be documented in a Records Retention Schedule:

Topic/documentation	Retention	Responsible entity
General/Routine Correspondence and Office Files- Correspondence, memoranda and miscellaneous subject files related to the activities of Human Resources	Academic Programs	5 years, or until such value ends or deposited in the archived for permanent retention. This does not include active employee files.
Accreditation documents including but not limited to required student information; self-studies; official correspondence; final reports; or other official notifications and responses	8 years; then screen for and destroy any material not of historical value; transfer remaining materials to secure storage entity.	Academic Programs
Clinical affiliation and MOU agreements	3 years after agreement expires; then screen for and destroy any material not of	Applicable department and Academic Programs

	historical value; transfer remaining materials to storage entity.	
Agreements and MOUs related to academic offerings and/or partnerships	3 years after agreement expires; then screen for and destroy any material not of historical value; transfer remaining materials to storage entity.	Academic Programs
Chairs and Directors meetings	5 years, then destroy	Academic Programs
Division meetings	5 years, then destroy	Academic Programs
Record of student grievances/complaints that do not fall under other divisions' records retention policies.	2 years, then destroy; unless alternative timeline is required by accreditation, then follow accreditation timeline, destroying when that timeline is completed.	Record of student grievances/complaints that do not fall under other divisions' records retention policies.
Course assignment grades, including exams, quizzes, papers, discussion, art, lab activities, test-outs or any activity within a course that results in a grade	2 years and then destroy	Faculty who provides instruction for a course
Summaries of course content: Course objectives, syllabi course, course outlines.	5 years or until value expires related to re-accreditation, then screen and destroy or retain materials that continue to have historical value.	Academic Programs
Master syllabi for courses	Permanent	Academic Programs
Course information on LMS, including but not limited to, course syllabi, class materials, media, student assignments, grades, and other materials related to course participation.	2 years; then moved to a Canvas sandbox if faculty request a copy of the course materials	Academic Programs
Grant applications, unsuccessful	2 years after application and then destroy	Academic Programs
Grant applications, successful	3 years after the grant expires, then destroy	Academic Programs
Advisory Board/Committee meeting minutes	2 years or until value expires related to accreditation, then destroy	Academic Programs
Department Annual reports	3 years, then screen for and destroy any material not of historical value; transfer remaining materials to storage entity.	Academic Programs
Department Program reviews	8 years, then screen for and destroy any material not of historical value; transfer remaining materials to	Academic Programs

	storage entity.	
Institutional Research Board (IRB)	List of IRB members, written procedures and self-assessments are permanent.	IRB and Academic Programs
Institutional Research Board (IRB), research projects	A minimum of 3 years after completion of research projects then screen for and destroy any material not of historical value; transfer remaining materials to storage entity. All forms submitted or retained as evidence of informed consent must be preserved by the investigator indefinitely	Investigator, IRB and Academic Programs
Faculty evaluations/annual reports	Reviewed by Dean, then forwarded to HR; retention as per HR policies	Human Resources
Staff evaluations	Reviewed by Supervisor, then forwarded to HR; retentions as per HR policies	Human Resources
Course evaluations	2 years, then destroy unless part of other required retention policy	Faculty who provides instruction for a course and Academic Programs
MHEC degree and certificate approvals	Permanent	Academic Programs
MHEC state course approvals, such as CC-10's	6 years after conclusion of approval period for approved courses; 6 years for non-approved courses	Continuing Education & Workforce Development (CE & WD) Academic Programs
MHEC Year-end submission for approved course for state funding	Permanent	CE & WD Academic Programs
Program files for noncredit programs/courses offered through Workforce Development, such as evaluation sheets, record of certificates granted, registrations, class lists.	1 year, then transfer to storage entity; destroy after five years.	CE & WD Academic Programs
Driver's education documentation as per regulation	3 years and then destroy	Applicable department and Academic Programs
Truck Driver Training documentation	10 years and then destroy	Applicable department and Academic Programs

Litigation Hold:

Human Resources may receive legal notification to impose a litigation hold to preserve specific documents and records. As soon as Human Resources is made aware of this information, a litigation hold directive will be issued to the legal custodian. The litigation hold directive overrides any record retention schedule that may have otherwise called for the transfer, disposal, or destruction of the relevant documents until the Executive Director of Human Resources has cleared the hold.

If a litigation hold is placed with respect to certain documents, there is a legal duty to maintain these documents in their original form, and they should not be destroyed or altered until resolution.

A "Records Clean-Up" will be conducted once a year and verification that records were destroyed will be done. During this time Academic Programs staff will:

1. update the Records Retention Schedule by reviewing current retention periods and adding any new records to the schedule,
2. purge office files,
3. arrange for the transfer of records to archives, and,
4. with proper authorization, handle disposition of obsolete records.