

COMMUNITY COLLEGE OF DENVER

Title: Learning and Academic Affairs Records Retention

Guideline #: INST – 4

Approved: August 7, 2012
July 13, 2015
June 6, 2017
August 9, 2017

REFERENCES: C.R.S. 24-72-203

Approved By: Dr. Everette J. Freeman, President

1. PURPOSE

To provide a retention process for the Community College of Denver's (College) Learning and Academic Affairs Center that creates consistent, transparent guidelines for the retention of College documents. All retention periods as stated in these guidelines comply with those established by the State of Colorado and the Colorado Community College System (CCCS). Where a discrepancy exists, the order of precedence will be the State of Colorado followed by CCCS.

2. APPLICABILITY

These guidelines apply to all Learning and Academic Affairs centers and departments. It does not apply to any other College departments.

3. DEFINITIONS

According to C.R.S. 24-72-203 "all electronic records are to be maintained according to a policy set forth by the custodian of those records."

4. GUIDELINES

All materials on the H or G drive are retained on the College archival system permanently. Within thirty (30) days after the expiration of the retention period for the document types on the attached list, electronic destruction should be completed by moving the document to the recycle bin and actively deleting that bin. Paper destruction should be completed by shredding the documents.

Document Type	Record	Record Medium	Retention Location	Retention Schedule
Administrative Materials	Correspondence and memoranda	Electronic	Department, Center Office or on Email	6 months
	Annual Reports and Self Studies	Electronic	Department or Center Office	3 years
	Guideline Statements	Electronic	Department or Center Office	As long as in effect
	Curriculum Information (Program approval/renewal/teach-out, Academic Standards work)	Electronic	Department or Center Office	5 years or until it is no longer in effect
	Personnel Materials (Performance/Employment/J.D.)	Electronic	Department or Center Office	During the length of employment at the advice of HR.
	Budget Reports	Electronic or Paper	Department or Center Office	No requirement unless specified by an accreditation requirement
Meeting Minutes	Including attendees, dates, summary of topics and decisions made	Electronic	Department or Center Office	Five Years

Document Type	Record	Record Medium	Retention Location	Retention Schedule
Instructional	Grade Book/Rosters	Electronic or Paper	Department or Center Office	1 year after completion of class unless specified by an accreditation requirement
	Syllabus	Electronic	Department or Center Office	Forever
	Program Admission Documents	Electronic	Department or Center Office	3 years
	Student Work (assignments, projects, exams, etc.)	Electronic or Paper	Department or Center Office	Until the end of the following semester unless specified by an accreditation requirement
	Instructional Program Agreements	Electronic	Department or Center Office	Through the expiration of the agreement
	Student Issues (behavioral, medical, emergencies)	Electronic	Department or Center Office	One year after completion of the class