

Records Retention and Disposal Schedule:

Category	Record	Record Medium	Retention Location	Retention/Destruction Schedule	Regulation
Admissions	Admissions Application and Supporting Application Documents	Electronic	Student File	-Accepted Students: 6 years after graduation or last date of attendance -Rejected Students: 1 year from date on file	State of Colorado <ul style="list-style-type: none"> ○ Schedule 8: 9-2 ○ Schedule 8: 9-13 ○ POEC of 1981: J1
Admissions	Enrollment Contract	Electronic	Student File	-Accepted Students: 6 years after graduation or last date of attendance -Rejected Students: 1 year from date on file	State of Colorado <ul style="list-style-type: none"> ○ Schedule 8: 9-13 ○ POEC of 1981: J1
Admissions	Application for Reinstatement	Electronic	Student File	-Accepted Students: 6 years after graduation or last date of attendance -Rejected Students: 1 year from date on file	State of Colorado <ul style="list-style-type: none"> ○ Schedule 8: 9-13 ○ POEC of 1981: J1
Admissions	Application Correction Forms and Supporting Correction Application Documents	Electronic	Student File	-Accepted Students: 6 years after graduation or last date of attendance -Rejected Students: 1 year from date on file	State of Colorado <ul style="list-style-type: none"> ○ Schedule 8: 9-13 ○ POEC of 1981: J1
Admissions	Transcript(s) from other institutions or CLEP Scores	Electronic	Student File	-Accepted Students: 6 years after graduation or last date of attendance -Rejected Students: 1 year from date on file	State of Colorado <ul style="list-style-type: none"> ○ Schedule 8: 9-13 ○ POEC of 1981: B6 ○ POEC of 1981: J1
Admissions	Transfer Credit Evaluation Worksheet	Electronic	Student File	-Accepted Students: 6 years after graduation or last date of attendance -Rejected Students: 1 year	State of Colorado <ul style="list-style-type: none"> ○ Schedule 8: 9-13 ○ POEC of 1981: J1

				from date on file	
Admissions	Receipt Books for I.D. Cards	Electronic	Student File	3 years	State of Colorado ○ Schedule 8: 9-7
Admissions	Background Checks; Informed Consent/Release for Criminal Background Form	Electronic	Student File	-Accepted Students: 7 years after graduation or last date of attendance -Rejected Students: securely and properly disposed within one month after the first quarter begins	Platt College ○ Policy 07:03:00: V-B
Administration	Board of Director's Meeting Minutes, Executive Committee Meeting Minutes, and Strategic Planning Committee Meeting Minutes	Paper, Electronic	Office of President	Permanent	State of Colorado ○ Schedule 8: 1-1 ○ Schedule 8: 2-3 ○ Schedule 8: 10-2
Administration	Administrative Files related to: memorandums, policy statements, reports for accreditation, budget material, faculty and student relations, salary, grants, research programs, foundation endowments, academic requirements, physical development, speeches, program development (Systematic Plan of Evaluation)	Paper, Electronic	Archive of Website/President's Office	Permanent	State of Colorado ○ Schedule 8: 2-2 ○ Schedule 8: 3-2
Administration	Accreditation Reports	Electronic	Archive Website	Permanent	State of Colorado ○ Schedule 8: 4-1
Administration	Annual Reports related to fiscal summaries, objectives, and goals of the institution;	Electronic	Archive Website	Permanent	State of Colorado ○ Schedule 8: 4-5

	IPEDS; Institutional Effectiveness Plans				
Administration	Deeds or Leases to College Property/Permanent Building and Land Improvement Files/Survey and Map of Property	Paper	Office of the President/CEO	Permanent	State of Colorado <ul style="list-style-type: none"> ○ Schedule 8: 4-12 ○ Schedule 8: 4-22 ○ Schedule 8: 4-30
Administration	Grant Files	Paper, Electronic	Dean of Nursing	6 years after becoming inactive	State of Colorado <ul style="list-style-type: none"> ○ Schedule 8: 4-13
Administration	Internal Management and Procedure Files related to payroll, procurement, personnel administration, inventory, etc.	Paper, Electronic	CFO	Permanent	State of Colorado <ul style="list-style-type: none"> ○ Schedule 8: 4-16
Administration	Legislative Reference Files	Paper, Electronic	Office of the President/CEO	Permanent	State of Colorado <ul style="list-style-type: none"> ○ Schedule 8: 4-17
Administration	Litigation Case Files	Paper, Electronic	Office of the President/CEO	6 years after case is closed	State of Colorado <ul style="list-style-type: none"> ○ Schedule 8: 4-18
Administration	Organizational Charts (current and previous)	Paper, Electronic	Office of the President/CEO	Permanent	State of Colorado <ul style="list-style-type: none"> ○ Schedule 8: 4-21 ○ Schedule 8: 10-1
Administration	Outsourced Work Reports	Paper, Electronic	Office of the President/CEO	2 years after work superseded	State of Colorado <ul style="list-style-type: none"> ○ Schedule 8: 4-34
Administration	Annual Reports, Self-Studies, Policy and Procedure Statements, Curriculum Information	Electronic	Website	Permanent	State of Colorado <ul style="list-style-type: none"> ○ Schedule 8: 10-1

Administration	Budget Requests	Paper, Electronic	CFO	3 years	State of Colorado ○ Schedule 8: 12-1
Administration	Gift Files	Paper, Electronic	CFO	Permanent	State of Colorado ○ Schedule 8: 12-3
Administration	Project Grant Awards and Contracts	Paper, Electronic	CFO	6 years	State of Colorado ○ Schedule 8: 12-4
Advertising	Publications relating to Advertisements	Paper, Electronic	Dean of Nursing	Permanent	State of Colorado ○ Schedule 8: 4-26
Communication	General Communication Correspondence	Paper, Electronic	Campus	2 years	State of Colorado ○ Schedule 8: 4-14
Communication	Telephone Call Logs	Digital	Campus	2 years	State of Colorado ○ Schedule 8: 4-31
Communication	Work Orders	Paper, Electronic	Campus	3 years	State of Colorado ○ Schedule 8: 4-33
Financial Aid	Student Financial Aid Documents; In School Deferments	Electronic	Director of Financial Aid	<u>Student Loans</u> -Active File: minimum of 3 years from the date a loan is satisfied, cancelled, repaid, or assigned to ED -Inactive: minimum of 7 years after graduation or last date of attendance <u>Student Grants</u> -Accepted Students: 6 years	State of Colorado ○ Schedule 8: 9-15 ○ Schedule 8: 9-12 ACCSC ○ Section VI, B3 NLNAC ○ Accreditation Manuel: 3.3 U.S. Department of Education

				<p>after the last date of the award year or 6 years after the date the institution files its fiscal operation report for the year</p> <p>-Rejected Students: 1 year from date on file</p> <p><u>Scholarships</u></p> <p>-until no longer needed for reference</p>	<ul style="list-style-type: none"> ○ Higher Education Act of 1965, Title IV: Section 487: (3) ○ Federal Student Aid Handbook, Chapter 9 (2-109)
Grading	Official Transcripts	Paper, Electronic	Records Room and Anthology System	Permanent	<p>State of Colorado</p> <ul style="list-style-type: none"> ○ Section IV- Part B: 4.01 <p>State of Colorado</p> <ul style="list-style-type: none"> ○ Schedule 8: 9-10 <p>ACCSC</p> <ul style="list-style-type: none"> ○ Section VI, B2
Grading	Test Results/ Major Projects	Paper, Electronic	SIS System	18 months from end of term period	<p>Platt College</p> <ul style="list-style-type: none"> ○ Policy 07:03:00: V-A
Grading	Student Grade Reports	Paper	SIS System	1 year after date distributed	<p>State of Colorado</p> <ul style="list-style-type: none"> ○ Schedule 8: 9-3
Grading	Drop/Add Forms	Paper	SIS System	5 years	<p>State of Colorado</p> <ul style="list-style-type: none"> ○ Schedule 8: 9-13
Grading	Satisfactory Academic Progress	Paper, Electronic	SIS System	Permanent	<p>Platt College</p> <ul style="list-style-type: none"> ○ Policy 07:03:00: V-G
Graduation	Final Degree Audit	Paper	SIS System	5 years after graduation or last date of attendance	<p>State of Colorado</p> <ul style="list-style-type: none"> ○ Schedule 8: 9-4
Graduation	Graduation Lists	Paper, Electronic	Records Room	5 years after graduation or last date of attendance	<p>State of Colorado</p> <ul style="list-style-type: none"> ○ Schedule 8: 9-4

Graduation	Graduation Student Exit Checklist, correspondence, approval, denial, other (Graduate Office Placement Forms)	Paper	Student File	5 years after graduation or last date of attendance	State of Colorado ○ Schedule 8: 9-4
Graduation	Diplomas Awarded and Undeliverable	Paper	Student File	5 years after graduation or last date of attendance	State of Colorado ○ Schedule 8: 9-4
Human Resources	Communication regarding Employee Compensation	Paper, Electronic	Personnel Files	6 years	State of Colorado ○ Schedule 8: 5-1
Human Resources	Employment Applications of People not hired	Paper, Electronic	Campus	2 years from date of rejection	State of Colorado ○ Schedule 8: 5-4
Human Resources	Employment Data regarding biographical information	Paper, Electronic	Database	2 years	State of Colorado ○ Schedule 8: 5-5
Human Resources	Files and Reports related to College as an Equal Opportunity Employer	Paper, Electronic	CFO	2 years	State of Colorado ○ Schedule 8: 5-6 ○ Schedule 8: 5-7
Human Resources	Faculty Contracts	Paper	Personnel Files	6 years after termination of contract or no longer needed for reference	State of Colorado ○ Schedule 8: 5-8
Human Resources	Job Announcements	Electronic	Administrative Offices	2 years	State of Colorado ○ Schedule 8: 5-9
Human Resources	Job Descriptions	Electronic	Website	Until termination of position	State of Colorado ○ Schedule 8: 5-10
Human Resources	Employee Leave Records	Paper	Personnel Files	2 years	State of Colorado ○ Schedule 8: 5-11 ○ Schedule 8: 5-12

Human Resources	Summary of Occupation Injuries	Paper	Personnel Files	6 years	State of Colorado ○ Schedule 8: 5-13
Human Resources	Personnel Files	Paper	Campus	75 years after retirement or separation from institution	State of Colorado ○ Schedule 8: 5-15 Platt College ○ Policy 07:03:00: V-E
Human Resources	Employee Timesheets	Paper	CFO	5 years	State of Colorado ○ Schedule 8: 5-18
Human Resources	Benefits Information and Workers Compensation	Paper	CFO	3 years after employee retirement or separation from institution	State of Colorado ○ Schedule 8: 7-5 ○ Schedule 8: 7-9
Human Resources	Check Request Form regarding monies for supplies	Paper	CFO	3 years	State of Colorado ○ Schedule 8: 4-8
Information Technology	Information Technology Plans	Paper, Electronic	Website, Office of IT Support Services	5 years	State of Colorado ○ Schedule 8: 4-15
Library	Book/Publication Disposal Schedule	Paper, Electronic	Library	3 years	State of Colorado ○ Schedule 8:13-1
Library	Interlibrary Loan Requests	Paper, Electronic	Library	3 years	State of Colorado ○ Schedule 8:13-2
Library	Circulation Titles	Paper, Electronic	Library	3 years	State of Colorado ○ Schedule 8:13-7
Medical	Student Medical Records	Paper	Office of the Admissions Coordinator	-Accepted Students: 7 years after graduation or last date of attendance -Rejected Students: securely and properly disposed within	State of Colorado ○ Schedule 8: 14-1 Platt College Policy 07:03:00: V-D

				one month after the first quarter begins	
Payroll	Year End Close out Reports	Electronic	Office of the Director of Financial Services/MIS, Room 225	Permanent	State of Colorado ○ Schedule 8: 7-2
Payroll	Electronic Fund Transfer Authorizations	Electronic	Bank	3 years	State of Colorado ○ Schedule 8: 7-3
Payroll	Payroll Adjustment Files and Savings Bond Adjustment Files	Paper	Personnel Files	3 years after employee retirement or separation from institution	State of Colorado ○ Schedule 8: 7-6 ○ Schedule 8: 7-7
Payroll	Employer Contribution Report	Electronic	Database	3 years	State of Colorado ○ Schedule 8: 7-4
Payroll	Table Report (defined meaning of code numbers in accounting system)	Electronic	Database	Permanent	State of Colorado ○ Schedule 8: 7-8
Publications	Catalogs, Handbooks, Catalog Addendums	Catalog, Handbook	Archival Upload Website	75 years from publication date	Platt College ○ Policy 07:03:00: V-F
Publications	Course Syllabi	Paper	Faculty	5 years from last date of course	State of Colorado ○ Section IV- Part B: 6.02.04
Records	Enrollment Verifications	Paper	Student File	3 years	State of Colorado ○ Schedule 8: 9-11
Records	Request for Non-Release of Directory Information	Paper	Student File; Database	Permanent	U.S. Department of Education ○ FERPA
Records	Cancellation of Request for	Paper	Student File;	Permanent	U.S. Department of

	Non-Release of Directory Information		Database		Education ○ FERPA
Records	Student Attendance	Paper	Database	6 years from class period	State of Colorado ○ POEC of 1981: J1
Records	Student Consent for Release of Records	Paper	Database	Permanent	U.S. Department of Education ○ FERPA
Records	Parental Affidavit for Academic Information	Paper	Database	Permanent	U.S. Department of Education ○ FERPA
Records	Records Retention and Disposal Schedule	Electronic	Website	Permanent	State of Colorado ○ Schedule 8: 4-28
Records	Official Transcript Requests and Receipts	Paper	Student File	3 years	State of Colorado ○ Schedule 8: 9-9 ○ Schedule 8: 9-16
Records	International Student Documents related to SEVIS	Paper	Student File	1 year after graduation or last date of attendance	U.S. Immigration and Customs Enforcement ○ SEVIS II-B
Records	Student Exit Checklists	Paper	Student File	5 years after graduation or last date of attendance	State of Colorado ○ Schedule 8: 9-13
Records	Student Degree Checklists	Paper	Student File	5 years after graduation or last date of attendance	State of Colorado ○ Schedule 8: 9-13
Records	Career Services Paperwork	Paper	Student File	3 years after graduation or last date of attendance	State of Colorado ○ Schedule 8: 9-11
Records	VA Compliance Information	Paper	Student File	3 years after last certification	U.S. Department of Veteran Affairs ○ 21.4209-1 Examination of Records: F1
Records	Consent and Release Form	Paper	Student File	5 years	Platt College

					<ul style="list-style-type: none"> ○ Policy 07:03:00: V-C
Records	Extracurricular Activities Files	Paper	N/A	1 year after graduation or last date of attendance	State of Colorado <ul style="list-style-type: none"> ○ Schedule 8: 9-14
Records	Consent to Display Written Work	Paper	Student File	5 years after graduation or last date of attendance	State of Colorado
Records	Release and Indemnification Agreement; Student Travel Request Form	Paper	Student File	3 years after graduation or last date of attendance	State of Colorado <ul style="list-style-type: none"> ○ Schedule 8: 9-11
Records	Volunteer Service Verification Form	Paper	Student File	5 years after graduation or last date of attendance	State of Colorado <ul style="list-style-type: none"> ○ Schedule 8: 9-11
Records	Student Complaints and Follow-Ups	Paper	Office of the President/CEO	Permanent	State of Colorado <ul style="list-style-type: none"> ○ POEC of 1981: J1 ACCSC <ul style="list-style-type: none"> ○ Standards of Accreditation: VI, D NLNAC <ul style="list-style-type: none"> ○ Accreditation Manuel: 1.7 Colorado Board of Nursing <ul style="list-style-type: none"> ○ Department of Regulatory Agencies: 3.6 L
Records	Request to Permanently Withdraw	Paper	Student File	3 years after last date of attendance	State of Colorado <ul style="list-style-type: none"> ○ Schedule 8: 9-11
Records	Registration Forms related to Academic Advising	Paper, Electronic	Office of the Registrar	3 years after graduation or last date of attendance	State of Colorado <ul style="list-style-type: none"> ○ Schedule 8: 9-11
Miscellaneous	Staff Calendars	Paper, Electronic	Staff Offices	3 years	State of Colorado <ul style="list-style-type: none"> ○ Schedule 8: 4-7

Miscellaneous	Committee Minutes with attachments	Electronic	Website	Permanent	State of Colorado ○ Schedule 8: 4-9
Miscellaneous	Tracking of Faculty/Staff Use on Database	Electronic	Database	3 years	State of Colorado ○ Schedule 8: 4-10
Miscellaneous	Photographs related to College activities	Electronic	Campus	Permanent	State of Colorado ○ Schedule 8: 4-23
Miscellaneous	Internal Audit Reports	Paper, Electronic	Campus	10 years	State of Colorado ○ Schedule 8: 8-1

July 2023