

Records Retention and Disposal Schedule:

Category	Record	Record Medium	Retention Location	Retention/Destruction Schedule	Regulation
Admissions	Admissions Application and Supporting Application Documents	Electronic	CAMS Database; CAMS DocTracking	-Accepted Students: 6 years after graduation or last date of attendance -Rejected Students: 1 year from applied start date - Cancelled students: 1 month (30 days) of notification not to attend	State of Colorado <ul style="list-style-type: none"> ○ Schedule 8: 9-2 ○ Schedule 8: 9-13 ○ POEC of 1981: J1
Admissions	Application for Reinstatement	Electronic	CAMS DocTracking	-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/Registrar	Transcript(s) from other institutions or CLEP Scores	Paper, Electronic	Records Room, Room 227; CAMS DocTracking	-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	Background Checks; Informed Consent/Release for Criminal Background Form	Electronic, DocuSign	CAMS DocTracking	-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 <ul style="list-style-type: none"> ○ Policy 07:03:00: V-B
Administration	Receipt Books for I.D. Cards	Paper	Student File; Student Services, 1 st floor	3 years	State of Colorado <ul style="list-style-type: none"> ○ Schedule 8: 9-7
Administration	Board of Director's Meeting	Paper,	Office of the Vice	Permanent	State of Colorado

	Minutes, Executive Committee Meeting Minutes, and Strategic Planning Committee Meeting Minutes	Electronic	President of Academic Affairs, Room 223		<ul style="list-style-type: none"> ○ 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 Evaluation Plans)	Paper, Electronic	Office of the President/CEO, Room 224; Office of the Vice President of Academic Affairs, Room 223; Dean's Offices	Permanent	<p>State of Colorado</p> <ul style="list-style-type: none"> ○ Schedule 8: 2-2 ○ Schedule 8: 3-2
Administration	Accreditation Reports	Paper, Electronic	Office of the Vice President of Academic Affairs, Room 223; Dean of Nursing Faculty Suite; Website	Permanent	<p>State of Colorado</p> <ul style="list-style-type: none"> ○ Schedule 8: 4-1
Administration	Annual Reports related to fiscal summaries, objectives, and goals of the institution; IPEDS; Institutional Effectiveness Plans	Paper, Electronic	Office of the President/CEO, Room 224; Office of the Vice President of Academic Affairs, Room 223; Office of the Director of Student Financial Services, Room 225;	Permanent	<p>State of Colorado</p> <ul style="list-style-type: none"> ○ Schedule 8: 4-5

			Website		
Administration	Deeds or Leases to College Property/Permanent Building and Land Improvement Files/Survey and Map of Property	Paper	Office of the President/CEO, Room 224	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	Office of the Vice President of Academic Affairs, Room 223	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	Office of the Vice President of Academic Affairs, Room 223; Office of the Director of Student Financial Services, Room 225	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, Room 224	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, Room 224	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, Room 224; Office of the Vice President of Academic Affairs, Room 223	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, Room 224	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	Paper, Electronic	Library, Room 201; Website	Permanent	State of Colorado ○ Schedule 8: 10-1
Administration	Budget Requests	Paper, Electronic	Office of the President/CEO, Room 224	3 years	State of Colorado ○ Schedule 8: 12-1
Administration	Gift Files	Paper, Electronic	Office of the President/CEO, Room 224; Director of Student Financial Services, Room 225	Permanent	State of Colorado ○ Schedule 8: 12-3
Administration	Project Grant Awards and Contracts	Paper, Electronic	Office of the President/CEO, Room 224; Nursing Faculty Suite	6 years	State of Colorado ○ Schedule 8: 12-4
Advertising	Publications relating to Advertisements	Paper, Electronic	Office of Academic Support and Career Services Coordinator, Room 232; Admissions	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	Paper	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	Paper, Electronic	Records Room, 227; Office of the Director of Financial Aid, Room 223, CAMS database	<p><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</p> <p><u>Student Grants</u> -Accepted Students: 6 years after the last date of the award year or 6 years after the date the institution files its fiscal operation report for the year -Rejected Students: 1 year from date on file</p> <p><u>Scholarships</u> -until no longer needed for reference</p>	<p>State of Colorado</p> <ul style="list-style-type: none"> ○ Schedule 8: 9-15 ○ Schedule 8: 9-12 <p>ACCSC</p> <ul style="list-style-type: none"> ○ Section VI, B3 <p>NLNAC</p> <ul style="list-style-type: none"> ○ Accreditation Manual: 3.3 <p>U.S. Department of Education</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)
Financial Aid	Enrollment Contract	Electronic	CAMS DocTracking	<p>-Accepted Students: 6 years after graduation or last date of attendance -Rejected Students: 1 year from date on file</p>	<p>State of Colorado</p> <ul style="list-style-type: none"> ○ Schedule 8: 9-13 ○ POEC of 1981: J1
Financial Aid	VA Compliance Information	Electronic	CAMS DocTracking	3 years after last certification	<p>U.S. Department of Veteran Affairs</p> <ul style="list-style-type: none"> ○ 21.4209-1 Examination of Records: F1
Grading	Official Transcripts	Paper,	Records Room, 227;	Permanent	State of Colorado

		Electronic	CAMS Database		<ul style="list-style-type: none"> ○ Section IV- Part B: 4.01 State of Colorado ○ Schedule 8: 9-10 ACCSC ○ Section VI, B2
Grading	Test Results/ Major Projects	Paper, Electronic	Faculty Offices; Office of the Registrar, Room 226; Downstairs Filing Cabinets	18 months from end of term period	Platt College <ul style="list-style-type: none"> ○ Policy 07:03:00: V-A
Grading	Student Grade Reports	Electronic	CAMS Database	1 year after date distributed	State of Colorado <ul style="list-style-type: none"> ○ Schedule 8: 9-3
Grading	Drop/Add Forms	Electronic	CAMS DocTracking	5 years	State of Colorado <ul style="list-style-type: none"> ○ Schedule 8: 9-13
Grading	Satisfactory Academic Progress	Electronic	Records Room, 227; CAMS Database	Permanent	Platt College <ul style="list-style-type: none"> ○ Policy 07:03:00: V-G
Graduation	Final Degree Audit	Electronic	CAMS Database	5 years after graduation or last date of attendance	State of Colorado <ul style="list-style-type: none"> ○ Schedule 8: 9-4
Graduation	Graduation Lists	Electronic	Records Room, 227; CAMS Database	5 years after graduation or last date of attendance	State of Colorado <ul style="list-style-type: none"> ○ Schedule 8: 9-4
Graduation	Graduation Student Exit Check-List, correspondence, approval, denial, other (Graduate Office Placement Forms)	Electronic	CAMs DocTracking	5 years after graduation or last date of attendance	State of Colorado <ul style="list-style-type: none"> ○ Schedule 8: 9-4
Graduation	Diplomas Awarded and Undeliverable	Paper	Records Room, Room 227	Permanent	State of Colorado <ul style="list-style-type: none"> ○ Schedule 8: 9-4
Human Resources	Communication regarding	Paper,	Personnel Files	6 years	State of Colorado

	Employee Compensation	Electronic			○ Schedule 8: 5-1
Human Resources	Employment Applications of People not hired	Electronic	Electronic Portal	2 years from date of rejection	State of Colorado ○ Schedule 8: 5-4
Human Resources	Employment Data regarding biographical information	Paper, Electronic	Office of the Director of Student Financial Services, Room 225	2 years	State of Colorado ○ Schedule 8: 5-5
Human Resources	Files and Reports related to College as an Equal Opportunity Employer	Paper, Electronic	Office of the Director of Student Financial Services, Room 225	2 years	State of Colorado ○ Schedule 8: 5-6 ○ Schedule 8: 5-7
Human Resources	Faculty Contracts	Paper	Office of the Director of Student Financial Services, Room 225	6 years after termination of contract or no longer needed for reference	State of Colorado ○ Schedule 8: 5-8
Human Resources	Job Announcements	Electronic	Office of the Vice President of Academic Affairs, Room 223; School of Nursing Dean, 1st Floor	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	Office of the Director of Student Financial Services, Room 225	2 years	State of Colorado ○ Schedule 8: 5-11 ○ Schedule 8: 5-12
Human Resources	Summary of Occupation Injuries	Paper	Office of the Director of Student Financial Services, Room 225	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 <ul style="list-style-type: none"> ○ Schedule 8: 5-15 Platt College <ul style="list-style-type: none"> ○ Policy 07:03:00: V-E
Human Resources	Employee Timesheets	Paper	Office of the Director of Student Financial Services, Room 225	5 years	State of Colorado <ul style="list-style-type: none"> ○ Schedule 8: 5-18
Human Resources	Benefits Information and Workers Compensation	Paper	Office of the President/CEO, Room 224; Personnel Files	3 years after employee retirement or separation from institution	State of Colorado <ul style="list-style-type: none"> ○ Schedule 8: 7-5 ○ Schedule 8: 7-9
Human Resources	Check Request Form regarding monies for supplies	Paper, Electronic	Website; Office of the Director of Student Financial Services, Room 225	3 years	State of Colorado <ul style="list-style-type: none"> ○ Schedule 8: 4-8
Information Technology	Information Technology Plans	Paper, Electronic	Website, Office of IT Support Services, Room 230	5 years	State of Colorado <ul style="list-style-type: none"> ○ Schedule 8: 4-15
Library	Book/Publication Disposal Schedule	Paper, Electronic	Library, Room 201	3 years	State of Colorado <ul style="list-style-type: none"> ○ Schedule 8:13-1
Library	Interlibrary Loan Requests	Paper, Electronic	Library, Room 201, Docline	3 years	State of Colorado <ul style="list-style-type: none"> ○ Schedule 8:13-2
Library	Circulation Titles	Paper, Electronic	Library, Room 208	3 years	State of Colorado <ul style="list-style-type: none"> ○ Schedule 8:13-7
Medical	Student Medical Records	Paper, Electronic	Administration, 1 st Floor; Hamachi Database; CAMS	-Accepted Students: until graduation or last date of attendance	State of Colorado <ul style="list-style-type: none"> ○ Schedule 8: 14-1 Platt College

			Database	-Rejected Students: securely and properly disposed within one month after the first quarter begins	Policy 07:03:00: V-D
Payroll	Year End Close out Reports	Electronic	Office of the Director of Student Financial Services, 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, Electronic	Records Room, Room 227; Registrar's Office, Room 226; Website	75 years from publication date	Platt College ○ Policy 07:03:00: V-F
Publications	Course Syllabi	Paper, Electronic	Records Room, Room 227; Registrar's Office, Room 226; CAMS Portal	5 years from last date of course	State of Colorado ○ Section IV- Part B: 6.02.04
Records	Enrollment Verifications	Electronic	CAMS DocTracking	3 years	State of Colorado ○ Schedule 8: 9-11

Records	Request for Non-Release of Directory Information	Electronic	CAMS DocTracking	Permanent	U.S. Department of Education ○ FERPA
Records	Cancellation of Request for Non-Release of Directory Information	Electronic	CAMS DocTracking	Permanent	U.S. Department of Education ○ FERPA
Records	Student Attendance	Electronic	Records Room, 227; CAMS Database	6 years from class period	State of Colorado ○ POEC of 1981: J1
Records	Student Consent for Release of Records	Electronic	CAMS DocTracking	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	Electronic	CAMS DocTracking	3 years	State of Colorado ○ Schedule 8: 9-9 ○ Schedule 8: 9-16
Records	Transfer Credit Evaluation Worksheet	Electronic	CAMS Database	-Accepted Students: 6 years after graduation or last date of attendance -Rejected Students: 1 year from date on file	State of Colorado ○ Schedule 8: 9-13 ○ POEC of 1981: J1
Records	International Student Documents related to SEVIS	Electronic	CAMS DocTracking	1 year after graduation or last date of attendance	U.S. Immigration and Customs Enforcement ○ SEVIS II-B
Records	Student Exit Check-Lists	Electronic	CAMS DocTracking	5 years after graduation or last date of attendance	State of Colorado ○ Schedule 8: 9-13
Records	Academic Support and Career Services Agreement; Academic Support and Career Services Release; Academic	Electronic	CAMS DocTracking	3 years after graduation or last date of attendance	State of Colorado ○ Schedule 8: 9-11

	Support and Career Services Temporary Waiver				
Records	Consent and Release Form	Electronic	CAMS DocTracking	5 years	Platt College <ul style="list-style-type: none"> ○ Policy 07:03:00: V-C
Records	Student Complaints and Follow-Ups	Paper, Electronic	Office of the Vice President of Academic Affairs, Room 223; Records Room, Room 227 CAMS DocTracking; Archives	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 Manual: 1.7 Colorado Board of Nursing <ul style="list-style-type: none"> ○ Department of Regulatory Agencies: 3.6 L
Records	Request to Permanently Withdraw	Electronic	CAMS DocTracking	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	Electronic	CAMS DocTracking	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	Electronic	Website	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 <ul style="list-style-type: none"> ○ Schedule 8: 4-9
Miscellaneous	Tracking of Faculty/Staff Use on Database	Electronic	CAMS Database	3 years	State of Colorado <ul style="list-style-type: none"> ○ Schedule 8: 4-10
Miscellaneous	Photographs related to College activities	Electronic	Campus	Permanent	State of Colorado <ul style="list-style-type: none"> ○ Schedule 8: 4-23

Miscellaneous	Internal Audit Reports	Paper, Electronic	Campus	10 years	State of Colorado ○ Schedule 8: 8-1
----------------------	-------------------------------	------------------------------	---------------	-----------------	--