


1. Schedule Number **05-094** Date **01/04/2005**
1/14/2005

2. New Revision of

MINNESOTA RECORDS RETENTION SCHEDULE

3. Agency
Riverland Community College

4. Division/Section-- 

6. Page 1 of 25

5. Address
1900 8th Ave. NW, Austin, MN 55912

See attached page(s) for records
description

J. For Use By Records Panel (if applicable)

AUTHORIZATION: Under the authority of M.S. 138.17, it is hereby ordered that the records listed on this application be disposed per approved schedule.

Notice: This retention schedule has been reviewed by the State Records Disposition Panel in accordance with Minnesota Statutes 138.17. The records listed on this schedule have been reviewed for their historical, fiscal and legal value.

8. Agency Records Manager / Unit Officer (signature) *Judy Robeck*

Date

11. Minnesota Historical Society, Director

Charles Kroger

13 Jan

Date

9. Type Name / Phone

1-4 -OS

12. Legislative or State Auditor

Michelle

01/19/05

Date

Jud Robeck 507-433-0511

10. Agency Head or Designee (signature) *Terrence L...*

Date

13.

Attorney General

Patricia Nolte

1-26-05

Date

Copy 1-Agency (after approval)

Original-State Rec

01/04/2005

1. Schedule No.	3. Agency Riverland Community College	4. Division/Section: Admissions	
-----------------	--	------------------------------------	--

14. Item No.	15. Record Series Title and Description	16. Retention Instructions	17. SM*	18. Statute	19. Vital? (Yes/no)	20. Archival? (Yes/no)
1	Supervisor Files	8 years after termination	P	M.S. 13.34		No
2	International Application for Admissions	2 years	P			No
3	Copy of Birth Certificate	2 years	p			No
4	Copy of Passport	2 years	P			No
5	TOEFL Test Score	2 years	P			No
6	CELSA Test Scores	2 years	P			No
7	Copy of letter of intention	2 years	p			No
8	Change of Status Form	2 years	P			No
9	Change of Status Email	2 years	P			No
10	International Advisor Desk Notes	1 year	p			No
11	Minority Student Files (copy of Application, schedules and CELSA Scores plus desk notes)	2 years	p			No
12	Application for Admission (non-accepted or pending)	2 years	P			No
13	College Transcripts (for students who never apply to the college)	2 years	P			No
14	Admission Application Processing Log (student name and tech ID of all applications processed)	2 years	P			No
15	Extracurricular Interest Form	2 years	P			No
16	Online Application	2 yr after application term or until audited	P			No
17	Application Fee Receipt	2 yr after application term or until audited	P			No
18	Immunization Form/Immunization Record	2 yr after application term or until audited	P			No
19	PSEO Application	2 yr after application term or until audited	P			No

1. Schedule No.	3. Agency Riverland Community College	4. Division/Section: Academic Affairs	4. Division/Section:
-----------------	---	--	----------------------

1	Supervisor Files	8 years after termination	P	M.S. 13.34		
2	Commencement Program	Permanent	P			Yes
3	Course Listings	Permanent	E			Yes
4	Student Athlete Eligibility Forms	5 years	P		Yes	No
5	Photo Release Forms	10 years	P		Yes	No
6	Student Surveys	3 years	P		Yes	No
7	Course Outlines	Permanent	E			Yes
8	Articulation Agreement	Permanent	P			No
9	Instructional Program: Approvals Revisions Deletions	Permanent Permanent Permanent	P P P			Yes Yes Yes
10	Academic Inventory	Permanent	E			Yes
11	AAGC Minutes/Actions	Permanent	P/E			Yes
12	Reports Databook Enrollment History Program Profiles Perkins Reports	Permanent Permanent Permanent Permanent	P P P/E P			Yes Yes Yes Yes
13	Committee Minutes Standing Ad Hoc	Permanent 10 years	P/E P/E			Yes Yes
14	Grant Applications	10 years	P			No
15	Student Grievances	Permanent	P			No
16	Harassment Complaints	Permanent	P			No
17	Student Conduct	Permanent	P			No

1. Schedule No.	3. Agency Riverland Community College	4. Division/Section: Finance and Accounts Payable/Receivable Records	
-----------------	---	--	--

14. Item No.	15. Record Series Title and Description	16. Retention Instructions	17. SM*	18. Statute	19. Vital? (Yes/no)	20. Archival? (Yes/no)
1	"M" Contracts	Current FY + 3 prior FYs or audit Contracts which extend for periods other than the normal fiscal year will be retained by Finance for 4 yrs beyond expiration date	P			No
2	Accounts Receivable invoices & backup/non- student	Current FY + 3 prior FYs or audit	P			No
3	Agency Funding Authorizations	Current FY + 3 prior FYs or audit	P			No
4	Application fee receipt copies	Current FY + 3 prior FYs or audit	P			No
5	Bank Reconciliations	7 years	P			No
6	Budget input documents	2 years	P			No
7	Cash receipts/daily deposit batches	Current FY + 3 prior FYs or audit	P			No
8	Check Register	Current FY + 3 prior FYs or audit	P			No
9	Collection Documents	Current FY + 3 prior FYs or audit	P			No
10	Contracts (CT,prof/tech) Originals	Current FY + 3 prior FYs or audit	P			No
11	Course Fees input forms	Current FY + 3 prior FYs or audit	P			No
12	Dept of Commerce unclaimed property report	Current FY + 3 prior FYs or audit	P			No
13	Desk drawer notes (misc memos, meeting notices etc)	Until obsolete, superceded or no value	P			No
14	Purchasing Card Issuance Documentation	Until inactive	P			No
15	Daily Interface Reports	Until MAPS/MNSCU reconciled	P			No
16	Federal Carl Perkins budget allocations	Current FY + 3 prior FYs or audit	P			No
17	Fisap/Din Aid reconciliation to accounting	Current FY + 3 prior FYs or audit	P			No
18	Fixed Assets Reports	4 years	P			No
19	Grant Records & Reports-(Federal & State) (Does not include any student records)	7 years	P			No
20	Income & Facility Contracts	Current FY + 3 prior FYs or audit	P			No
21	Insurance claims-risk management	3 yrs from closure or audit	P			No
22	Independent Audit Reports	Permanent	P			Yes
23	Interagency receipts report	Current FY + 3 prior FYs or audit	P			No

1. Schedule No.	3. Agency Riverland Community College	4. Division/Section: Finance and Accounts Payable/Receivable Records Continued	
------------------------	--	--	--

14. Item No.	15. Record Series Title and Description	16. Retention Instructions	17. SM*	18. Statute	19. Vital? (Yes/no)	20. Archival? (Yes/no)
24	Interview notes/tests	2 years after position filled	P			No
25	Invoices and Purchase Orders	10 years	P			No
26	IPEDS-finance work papers/backup	Current FY + 3 prior FYs or audit	P			No
27	Journal Entries, Expenditure Corrections, and Cost Allocations, etc	Current FY + 3 prior FYs or audit	P			No
28	Land Records	Permanent	P		V	No
29	Laptop Lease Agreements	Current FY + 3 prior FYs or audit	P			No
30	Legislative Audit Reports	Permanent	P			Yes
31	Major Construction Files-includes: Bid, Contract, Warranty on Products	Permanent	P		V	No
32	MAPS to MNSCU Reconciliations	Current FY + 3 prior FYs or audit	P			No
33	OSHA Log	Permanent	P			No
34	"Orange sheets/blue sheets" Cust. Training	Current FY + 3 prior FYs or audit	P			No
35	Sales Tax Return	3 years from date filed	P			No
36	State Allocation Funding	10 years	P			No
37	Supervisor's personnel file	8 years after termination	P			No
38	Test out forms (copies)	Current FY + 3 prior FYs or audit	P			No
39	Tuition & Fee Rates	10 years	P			No
40	Tuition Deferment	Current FY + 3 prior FYs or audit	P			No
41	Tuition Waiver Forms	Current FY + 3 prior FYs or audit	P			No
42	Warranty Records	Through warranty period	P			No
43	Workers compensation records	Permanent	P		V	No
44	Write-offs/bad debts	Permanent	P			No

1. Schedule No.	3. Agency Riverland Community College	4. Division/Section: Health Services Records	
-----------------	---	---	--

14. Item No.	15. Record Series Title and Description	16. Retention Instructions	17. SM*	18. Statute	19. Vital? (Yes/no)	20. Archival? (Yes/no)
1	Incident Reports for Employees and Students-Originating during school year and in school building or grounds	7 years	P	M.S. 13.32		No
2	Medication Administrations Form	2 years after student graduates	P	M.S. 13.32		No
3	OSHA Log	Permanent	P		V	No
4	Hazardous Waste Disposal	Permanent	P			Yes
5	Safety Meeting Minutes	Permanent	P			Yes
Students						
6	Drug Testing	2 years after student graduates	P	M.S. 13.32		No
7	Immunization Records	2 years after student graduates	P	M.S. 13.32		No
8	Student Accident Insurance Claim Forms	2 years after student graduates	P	M.S. 13.32		No
9	Workers Compensation Record	Permanent	P	M.S. 13.32	V	No
Employees						
10	Immunization Records	Permanent	P	M.S. 13.32	V	No
11	Health Training Records – Blood borne Pathogen	5 years	P	M.S. 13.32		No
12	Workers Compensation Record	Permanent or deceased	P	M.S. 13.32	V	No

1. Schedule No.	3. Agency Riverland Community College	4. Division/Section: Human Resource Records	
-----------------	---	--	--

14. Item No.	15. Record Series Title and Description	16. Retention Instructions	17. SM*	18. Statute	19. Vital? (Yes/no)	20. Archival? (Yes/no)
1	Affirmative Action Report	10 years	P	M.S. 13.43		No
2	Applicant Files	2 years after position is filled	P	M.S. 13.43		No
3	Examination, Certification, and Classification Records:					No
3A	Applications for those who passed the exam	1 year or until list is abolished	P	M.S. 13.43		No
3B	Applications for those who failed the exam	6 months	P	M.S. 13.43		No
3C	Certification Reports (Eligible List)	3 years after expiration of list	P	M.S. 13.43		No
3D	Examination Books and Instructions (Master)	Until Superseded	P	M.S. 13.43		No
3E	Examination Books completed by those who passed the exam	3 years	P	M.S. 13.43		No
3F	Examination books completed by those who failed the exam	6 months	P	M.S. 13.43		No
4	Grievances: Employee grievances and/or complaints filed under a labor agreement or personnel rules (resolved up to and including the third step)	Permanent	P	M.S. 13.43		No
5	Employment Eligibility Certification (I-9)	3 years after date of hire or one year after employee's employment is terminated, whichever is later (Public law 99-603).	P	M.S. 13.43 P.L. 99-603		No
6	Interview Notes	2 years after position is filled	P	M.S. 13.43		No
7	Job Audit: Includes cover sheet and accompanying material	3 years	P	M.S. 13.43		No
8	Position Description	Until superceded, but no longer than 3 years	P	M.S. 13.43		No
9	<u>Personnel File:</u>	8 years after termination	P	M.S. 13.43		No
9A	Above minimum hiring applications (Appointments Only) Correspondence with Employee or about Employee	8 years after termination	P			No

1. Schedule No.	3. Agency Riverland Community College	4. Division/Section: Human Resource Records Continued	4. Division/Section:
-----------------	---	--	----------------------

9B	Achievement Award Records	8 years after termination	P		No
9C	Assignment Forms	8 years after termination	P		No
9D	Disciplinary Documents	8 years after termination Disciplinary letters are only sent to DOER to accompany personnel transactions	P		No
9E	Employee Information Form	8 years after termination	P		No
9F	Employment Application	8 years after termination	P		No
9G	Employment Letters	8 years after termination	P		No
9H	Letter of Resignation an/or Retirement	8 years after termination	P		No
9I	Personnel Status & Data Change Sheet	8 years after termination	P		No
9J	Request for Leave of Absence	8 years after termination	P		No
9K	Resume	8 years after termination	P		No
9L	Performance Evaluations	8 years after termination	P		No
10	Faculty Project Activity Day Schedules	4 years or audit cycle	P		No
11	Step Change Files (UTCE)	8 years after termination	P		No
12	Relicensure Records	8 years after termination	P		No
13	Employee FMLA Medical Files	8 years after termination	P	29C.F.R 825.500, 1630.14	No
14	Position File Records	Permanent	P		No
15	Tuition Waiver Forms	Current FY + 3 prior FYs or audit	P		No
16	Desk Drawer Notes, Meeting Notices	Retain until obsolete, superceded, or administrative value is lost	P		No
17	Budget memos	Until input is verified	P		No
18	Purchase requisition/order department copies	Current FY + 3 prior FYs or audit	P		No
19	DOER Audit Memos	Until input is verified	P		No
20	Guidelines/Manuals/Plans:Affirmative Action Plan	10 years	P	M.S. 13.43	No

1. Schedule No.	3. Agency Riverland Community College	4. Division/Section: Human Resource Records Continued	4. Division/Section:
------------------------	--	---	-----------------------------

--	--	--	--	--	--	--

1. Schedule No.	3. Agency Riverland Community College	4. Division/Section: Student Records	
------------------------	--	--	--

14. Item No.	15. Record Series Title and Description	16. Retention Instructions	17. SM*	18. Statute	19. Vital? (Yes/no)	20. Archival? (Yes/no)
1	Application for admission	Permanent	P		V	No
2	Acceptance letters	5 years after grad or last date attend	P			No
3	Advance Placement transcripts	1 year after graduation	P			No
4	Residency classification forms	5 years after grad or last date attend	P			No
5	Immunization	5 years after grad or last date attend	P			No
6	Test Scores	5 years after grad or last date attend	P			No
7	Transcripts – International	5 years after grad or last date attend	P			No
8	Transcripts – high school	5 years after grad or last date attend	P			No
9	Transcripts – other insti	5 years after grad or last date attend	P			No
	International student info:					No
10	Employment authorization	Permanent	P			No
11	Copy of Resident Alien Card	Permanent	P			No
12	I-20	Permanent	P			No
13	Copy of I-94 card	Permanent	P			No
14	IAP 66 Cert for J-1 Visa	Permanent	P			No
15	Passport number	Permanent	P			No
16	Statement of fin. Responsibility	Permanent	P			No
17	Placement Test Data	5 years after grad or last date attend	P/E			No
18	Change of address form	5 years after grad or last date attend	P			No
19	Registration forms	Current FY + 3 prior FYs or audit	P,E			No
20	Add/drop forms	Current FY + 3 prior FYs or audit	P,E			No
21	Withdrawal forms	Current FY + 3 prior FYs or audit	P,E			No
22	Grading sheets/COG form P,E	Permanent	P			No

1. Schedule No.	3. Agency Riverland Community College	4. Division/Section: Student Records Continued	
------------------------	--	--	--

14. Item No.	15. Record Series Title and Description	16. Retention Instructions	17. SM*	18. Statute	19. Vital? (Yes/no)	20. Archival? (Yes/no)
23	Petitions	5 years after grad or last date attend	P			No
24	SAP info	5 years after grad or last date attend	P			No
25	Late drop appeals	5 years after grad or last date attend	P			No
26	Application for graduation	5 years after grad or last date attend	P			No
27	Gen ed transfer evaluation	5 years after grad or last date attend	P			No
28	Tech transfer petition	5 years after grad or last date attend	P			No
29	DCTC transcript	Permanent	P,E		V	No
30	Campus visit form	Dispose after enrollment	P			No
31	App fee receipt	Dispose after enrollment	P			No
32	AP transcript	1 year after grad	P			No
33	Secondary articu certifct	1 year after grad	P			No
34	Credit by exam, clep	5 years after grad or last date attend	P			No
35	Reciprocity forms	5 years after grad or last date attend	P			No
36	Medical records	5 years after grad or last date attend	P			No
37	Correspondence	5 years after grad or last date attend	P			No
38	International student information	5 years after grad or last date attend	P			No
39	Student req for non-disclosure	Permanent	P,E			No
40	Student req for disclosure	Permanent	P,E			No
41	Outside disclosures PIF	Permanent	P			No
42	Reqs for hearing decisions	Permanent	P			No
43	College catalog	Permanent	P			Yes
44	Graduation lists	Permanent	P			Yes
45	College course schedule	Permanent	P			Yes

1. Schedule No.	3. Agency Riverland Community College	4. Division/Section: Customized Training	
------------------------	--	--	--

14. Item No.	15. Record Series Title and Description	16. Retention Instructions	17. SM*	18. Statute	19. Vital? (Yes/no)	20. Archival? (Yes/no)
1	Accounting Records	Current FY + 3 prior FYs or audit	P			No
2	Consultant Contracts (copies)	3 years	P			No
3	General Correspondence	7 years	P			No
4	Grant Records & Reports (federal & State) (Does not include any student records)	7 years	P			No
5	Income & Facility Contracts	Current FY + 3 prior FYs or audit	P			No
6	Invoices and Purchase Order Copies	Current FY + 3 prior FYs or audit	P			No
7	Purchase Order and Requisition Copies	Current FY + 3 prior FYs or audit	P			No
8	Rules & Regulations, Policies & Procedures	While in effect	P			No
9	State Allocation Funding	10 years	P			No
10	Tuition & Fee Rates	10 years	P			No
11	Student Records/Registrations	Permanent – ISRS	E			No
12	Project/Course files	3 years	P			No
13	Course Evaluations	Current FY + 3 prior FYs or audit	P			No
14	Course Handouts/Materials	Current FY + 3 prior FYs or audit	P			No
15	Course Outlines	3 years	P			No

1. Schedule No.	3. Agency Riverland Community College	4. Division/Section: Student Success Center/Assessments	
------------------------	--	---	--

14. Item No.	15. Record Series Title and Description	16. Retention Instructions	17. SM*	18. Statute	19. Vital? (Yes/no)	20. Archival? (Yes/no)
1	Perkins Grant Application	Permanent	P,E		Yes	Yes
2	Perkins Annual Performance Review	Permanent	P,E		Yes	Yes
3	Perkins Participant Activity Record	5 years after grant cycle complete	P		No	No
4	Perkins Community Minutes	5 year after grant cycle complete	P,E		No	No
5	Perkins Mini Grant Application Form	5 years after grant cycle complete	P		No	No
6	Perkins work plan/monthly reports	5 years after grant cycle complete	P,E		No	No
7	Retention Committee Minutes	5 years	P,E		No	No
8	Retention Plan	Permanent – on going	P,E		Yes	No
9	ADA Request Complaints	7 years	P,E		No	No
10	Student Disability Files	If student attended – 5 years passed last date of enrollment If student did not attend one year past date of last contact	P			No
11	Staff Disability Files	8 years after termination	P			No
12	504 Request Complaints	7 years	P,E		No	No
13	Computerized Placement Test Score	3 years after test taken	P,E		No	No
14	Test Scores from other sources	2 years after test taken	P,E		No	No
15	Testing Sessions Sign Appts/Sign in	2 years after test taken	P,E		No	No
16	TOEFL	3 years after application term or until audited	P,E		No	No
17	CELSA Test Scores	3 years after application term or until audited	P,E		No	No
18	Nursing Entrance Test	7 years after application term	P,E		No	No
19	Ability to Benefit Records	Permanent	P,E		No	No
20	Test Exemption Forms	2 years after application term	P		No	No
21	Tutoring Request	3 years	P		No	No
22	Tutoring Applications	3 years	P		No	No
23	Tutoring Records/Desk Notes	3 years	P		No	No

