

BEREA COLLEGE – GENERAL RECORDS RETENTION SCHEDULE

Description of Item	Normal Period of Retention	Referral (Destination)	Comments
Accounting Journals/General Ledgers	6 years	Archival Review	
Accounts Payable/Receivable —amts. owed to College and receipt of revenues	4 years	Destroy	
Bids Accepted (for purchases)	Active + 3 years	Archival Review	See also purchasing
Bids Rejected (for purchases)	3 years	Destroy	See also purchasing
Blueprints -- Copy usually on file in the Office of Facilities Management	Active + 3 years	Archives	
Budget Material: Office copies of documents prepared for the Budget, such as Budget Worksheets (requests), supplemental requests, and correspondence and information relative to budget adjustments. <i>The Year-end statement (June 30) is recommended for retention and archival review.</i> Office of Financial Affairs holds primary record on the budget.	2 years after completion of current budget	Detail can be destroyed	
Cash Receipts: Copies of cash receipts, cash reports, payable vouchers, data processing runs.	1 year	Destroy	
Compliance Files	Active + 6 years	Destroy	
Computer printouts and other data processing input/output (non-budget)	Active + 3 years	Destroy—if the material is retained on magnetic media.	
Conferences and Workshops attended file	4 years	Destroy	
Conferences and Workshops conducted file	5 years	Archives	
Contracts, agreements	Active + 3 years	Archives	
Correspondence	3 years	Archives	
Employee Records. See Below, Personnel			
Endowment Fund Annual Reports	Active + 4 years	Archives	Review for historical value
Environmental Monitoring Records	4 years	Destroy	
General Ledgers	6 years	Archives	Review for historical value

Grants File (awarded)—applications and proposals, etc.	Active + 3 years	Archives	
Grants File (unawarded)—applications and proposals, etc.	3 years	Destroy	
Grievance Files	Active + 3 years	Destroy	Privacy Documentation
Injury Reports	Active + 6 years	Destroy	
Inventory Control Record	Active + 6 years	Destroy	
Job Descriptions—People Services and/or Dean of the Faculty, as applicable, holds copy.	Active + 6 years	Destroy	
Maintenance: Requisitions and Delivery Reports for office equip., supplies, etc. Controller holds for 7 years.	2 years	Destroy	
Minutes: Of committees, or other groups functioning for the college	3 years	Archives	
News Releases and Newsletters	Indefinite	Archives	
Payroll: Attendance Record, Time Reports, Time Sheets, etc. Controller holds for 7 years.	2 years	Destroy	
Personnel Records: Files kept on department personnel for the convenience of the office, but not an official personnel file. People Services holds permanent record.	While useful, probably 5 years.	Notify Archivist for review.	Legal Retention is an issue
Petty Cash Records	4 years	Destroy	
Photographs, recordings, programs, etc., prepared in the course of office social functions or official activities.	While useful, probably 5 years.	Archives	
Planning documents (e.g. Self-Study, Strategic Plan, etc.)	While useful	Archives	Save supporting documentation
Policies, Procedures, Regulations: Official, that concern office operations (e.g. handbooks, manuals, etc.)	3 years after expiration	Archives	Review for Continuing Admin. of Historical value
Program Reviews	Until next review	Archives	Save supporting documentation
Publications, Catalogues, Bulletins, Brochures, Books, Periodicals, Newsletters - any official publication of the College	While useful— Two copies of <i>all</i> publications are to be sent to the Archives at the time of first issue.	Archives	

Purchase Orders—Purchasing Office's copy of order to a supplier.	Active + 3 years	Destroy	
Records Destruction Files	10 years	Destroy	
Reports: Annual Reports, or reports prepared on department activities	3 years	Archives	
Residential Life Files	5 years after graduation	Destroy	Ref. FERPA Guidelines
Search Files	5 years	Destroy, except summary	Ref. Section D. #1 & 2, pg.13 Affirmative Action
Student Advisee Files	1 year after graduation	Destroy	Ref. FERPA Guidelines
Student Files (student academic file)	2 years after graduation	Destroy	Ref. FERPA Guidelines
Subject Files	Active + 6 years	Archival Review	
Telephone: Billing and payment records (including those in special grants), record of long distance calls, etc.	3 years	Destroy	
Time Cards	3 years	Destroy	
Training/Development Records	Active + 3 years	Archival Review	
Vouchers	4 years	Destroy	
Work Orders File	1 year after completion of work	Destroy, unless significant space improvement	
Student Labor and Work Study Files	Active + 3 years	Destroy	