

APPENDIX A
PINE TECHNICAL COLLEGE RECORDS RETENTION SCHEDULE
 UPDATED 10/28/14

RECORD DESCRIPTION	SM*	DEPT.**	DEPT. STORAGE	STATUTE AUTHORITY	DISPOSAL***	DATA PRIVACY**** CODE STATUTE
Academic Affairs- General Corres.	P, E, A	AA	7 yrs		D	A
Course/Instructor Evaluations	P, E	AA	Permanent		P	B
Curriculum Change Authorizations	P, E	AA	Permanent		P	A
Grade Books	P, E	AA	2 years beyond most recent term		D	K
Internship Records	P, E	AA	5 years after graduation or date of last attendance		D	C
Nursing Program Academic Records	P, E	AA	50 years after graduation or date of last attendance		D	C
Schedule of Classes	E	AA	Permanent		P	A
Biennial Budget Documentation	P	BUS	10 yrs		D	A
Legislative Auditors Reports	P	BUS	10 yrs.		D	A
Accounting Records	P, E	BUS	7 yrs or until audited		D	A
Accounting Records - Revenue Fund Journals, Ledgers, Subvouchers	P	BUS	10 yrs or until audited		D	A
Accounting-General Correspondence	P	BUS	7 yrs. or until audited		D	A
Budget Allocations & Adjustments	P, E	BUS	Current year plus one		D	A
Building Contracts	P	BUS	5 yrs after completion or until audited		D	A

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Consultant Contracts	P	BUS	10 yrs		D	A
Federal Grants	P	BUS	7 years or until audited		D	A
Finance Division-General Corres.	P, E, A	BUS	7 yrs		D	A
Foundation Audited Financial Statements	P	BUS	7 yrs		D	A
Foundation Bank Deposits and Statements	P, E	BUS	7 yrs		D	A
Foundation Chart of Accounts	P, E	BUS	7 yrs		D	A
Foundation Check Register and Checks	P, E	BUS	7 yrs		D	A
Foundation Contracts and Agreements	P, E	BUS	7 yrs		D	A
Foundation Form 990	P	BUS	7 yrs		D	A
Foundation General Ledgers and Journals (includes bank reconciliations)	P, E	BUS	7 yrs		D	A
Foundation Investment Performance Reports	P, E	BUS	7 yrs		D	A
Hold or Encumbrance Authorizations	E	BUS	Until released		D	C
Insurance Company Annuity Billings	P	BUS	4 yrs after file inactive		D	A
Internal Auditor Reports	P	BUS	7 yrs		D	A
Payroll Records	P	BUS	3 years or until audited	13.43	D	F

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Purchase Orders & Requisitions	P	BUS	7 yrs or until audited		D	A
Receipts	P, E	BUS	5 years		D	A
Rules and Regulations	P	BUS	7 yrs.		D	A
Tuition and Fee Charges	P, E	BUS	5 years after graduation or date of last attendance		D	C
Academic Affairs- General Corres.	P, E, A	CE/CT	7 yrs		D	A
Course/Instructor Evaluations	P, E	CE/CT	Permanent		P	B
Curriculum Change Authorizations	P, E	CE/CT	Permanent		P	A
Grade Books	P, E	CE/CT	2 years beyond most recent term		D	K
Income and Professional/Technical Contracts	P, E	CE/CT	7 years after termination of the contract		D	D
Instructor and Course Satisfaction Surveys	P, E	CE/CT	4 years		D	Q
Internship Records	P, E	CE/CT	5 years after graduation or date of last attendance		D	C
Nursing Program Academic Records	P, E	CE/CT	50 years after graduation or date of last attendance		D	C
Registration Forms	P, E	CE/CT	1 year after date submitted		D	C
Schedule of Classes	E	CE/CT	Permanent		P	A

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State Grants	P, E	CE/CT	7 years after close of grant		D	D
CCR&R	P, E	ETC	4 years		D	J
Child Care Assistance	P, E	ETC	4 years		D	J
Employment Services	P, E	ETC	3 years		D	J
Client Records – Cases Closed Prior to 1/1/14		ETC	Per County Retention Schedules in place on 12/31/13	DHS Bulletin #14-85-01	D	J
Client Records – Cases Open, Pending or otherwise active after 1/1/ 14.		ETC	10 years	DHS Bulletin #14-85-01	D	J
Social Security Advocacy	P, E	ETC	6 years		D	J
Bid Specifications	P	FAC	10 yrs		D	A
Building Blueprints and Specifications	P, M	FAC	permanent		P	A
Facilities Studies and Reports	P	FAC	7 yrs		A, P	A
Facilities-General Corres.	P, E, A	FAC	7 yrs		D	A
Affirmative Action Reports	P	HR	10 yrs	13.43	D	F
Equal Opportunity and Diversity-General Corres.	P, E, A	HR	7 yrs		D	A
Executive Personnel Search Files	P	HR	3 yrs after search	15.1692, Subd. 3	D	J
Grievances	P, E	HR	permanent	13.43	D	J
Labor Relations-Correspondence	P, E	HR	7 yrs	25.167, Subd. 1(c)	D	J
Personnel Records	P	HR	5 yrs after termination	13.32	D	J
Right to Know Training Records	P	HR	5yrs	OSHA 5210.0660	D	A

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Tort Claims	P	HR	3 yrs	AG keeps original 6 yr	D	A
Daily and Weekly Electronic Data Backups	E	IT	28 days		D	J
Monthly Electronic Data Backup – Off-site storage	E	IT	6 yrs		D	J
Audit & Review Reports	P, E, A	PRES	Until superseded		D	A
Construction and Remodeling Records	P, E, A	PRES	Until project completed		D	D
Delegations of Authority	P, E	PRES	10 yrs after rescinded		D	A
Foundation – General Corres.	P, E	PRES	3 yrs		D	A
Foundation Board and committee meeting agendas and minutes	E	PRES	Permanent		P	A
Foundation Bylaws and Articles of Incorporation	P, E	PRES	Permanent		P	A
Foundation Charitable Organization Registration Statements	P	PRES	7 yrs		D	A
Foundation Conflict-of-interest disclosure forms	P	PRES	4 yrs		D	A
Foundation Donations	P, E	PRES	7 yrs		D	H
Foundation Insurance Claims	P	PRES	Permanent		P	A
Foundation Insurance Policies	P	PRES	Permanent		P	A
Foundation IRS exemption determination and related correspondence	P	PRES	Permanent		P	A
Government Relations-General Corres.	P, E, A	PRES	7 yrs			

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					D	A
Grants – Funded/Rejected	P, E, A	PRES	Discretion of office		D	D
Institutional Information (Accreditation Reports, Self Studies, etc.)	P, E, A	PRES	3 years from disclosure		D	A
Long Range Plans	P, E, A	PRES	Permanent until obsolete		D	D
Policies	P, E, A	PRES	Permanent		P	A
President’s General Files	P, E, A	PRES	10 yrs		D	A
Records of Committee Meetings	E	PRES	10 yrs		P	A
Academic Action Authorizations (e.g., Suspension, Probation)	P	SA	5 years after graduation or date of last attendance		D	C
Advanced Placement & Other Placement Test Records/Scores	P, E	SA	5 years after graduation or date of last attendance		D	C
Applications for Admission or Readmission	P, E	SA	5 years after graduation or date of last attendance		D	C
Applications for Graduation	P	SA	1 year after graduation or date of last attendance		D	D
Catalogs	P, E	SA	Permanent		P	A
Change of Grades	P, E	SA	Permanent		P	D
Changes of Course (Adds/Drops/Withdrawals)	P, E	SA	1 year after date submitted		D	C
Commencement Programs	P	SA	Permanent		P	A

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Counseling Advising Records	P, E	SA	1 year after graduation or date of last attendance		D	C
Credit by Examination Reports/Scores	P, E	SA	5 years after graduation or date of last attendance		D	C
Disability Records	P, E	SA	3 years after graduation or date of last attendance		D	C
Enrollment Statistics	P, E	SA	Permanent		P	A
Financial Aid Documents	P, E	SA	3 years from award year		D	C
Foreign/International Student Forms (I-20 etc.)	P	SA	5 years after graduation or date of last attendance		D	C
Graduate Follow-up Data/Placement Reports	P, E	SA	5 years after graduating year		D	D
Graduation Lists	E	SA	Permanent		P	A
Honor Society Records	P, E	SA	Permanent until obsolete		D	A
Perkins Records	P, E	SA	3 years from end of award year		D	C
Personal Student Data Information Forms	P, E	SA	1 year after graduation or date of last attendance		D	C
Registration Forms	P, E	SA	1 year after date submitted		D	C
Student Affairs-General Corres.	P,E,A	SA	7 yrs		D	A

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Student Medical Records	P, E	SA	1 year after graduation or date of last attendance		D	C
Student Name Change Authorizations	P, E	SA	5 years after graduation or date of last attendance		D	C
Student Request for Nondisclosure of Directory Information	P, E	SA	Until terminated by student or permanent		D	C
Student's Written Consent for Records Disclosure	P	SA	Until terminated by student or permanent		D	C
Transcript Requests	P, E	SA	1 year after date submitted		D	C
Transcripts	P, E	SA	Permanent		P	C
Transfer Credit Evaluations	P, E	SA	5 years after graduation or date of last attendance		D	C
Veterans Administration Records	P, E	SA	3 years after graduation or date of last attendance		D	C

*SM (Storage Media)

P = Paper, including maps, blueprints, plans, cards, checks/warrants

M = Microfilm (Not COM)

C = Computer Output Microfilm (COM)

E = Electronic, including: tapes, disks

A = Other, including: photographs, computer cards, X-rays, slides, exhibits

**DEPARTMENT RESPONSIBLE

AA = Academic Affairs

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BUS = Business Office
 CCR&R = Childcare Resources & Referral
 CE/CT = Continuing Education and Customized Training
 ETC = Employment and Training
 FAC = Facilities
 HR = Human Resources
 IT = Information Technology
 PRES = President's Office
 SA = Student Affairs

B = Private
 C = Confidential
 D = Nonpublic
 E = Protected Nonpublic
 F = Public & Private
 G = Public & Confidential
 H = Public and Nonpublic
 I = Public & Protected Nonpublic
 J = Public, Private & Confidential
 K = Private & Confidential
 L = Nonpublic & Protected Nonpublic
 M = Public, Private & Nonpublic
 N = Confidential & Nonpublic
 O = Public, Confidential & Nonpublic
 Q = Private & Nonpublic
 R = Other
 X = Exempt (e.g. Attorney's Data)

***DISPOSAL

D = Destroy
 A = Transfer to the State Archives
 P = Permanent
 O = Other (e.g., return to client)

***DATA PRIVACY

A = Public