

Tri-County Regional Vocational Technical High School Post-Secondary Record Retention and Destruction Policy

1) Purpose

The purpose of this Policy is to ensure that necessary records and documents are adequately protected and maintained and to ensure that records that are no longer needed or are of no value are discarded at the proper time. This Policy is also for the purpose of aiding employees in understanding their obligations in retaining electronic documents - including e-mail, Web files, text files, sound and movie files, PDF documents, and all Microsoft Office or other formatted files.

2) Policy

This Policy represents Tri-County's policy regarding the retention and disposal of records and the retention and disposal of electronic documents covered in this document. It is also intended to provide general guidance for any documents not specifically covered. Tri-County follows the Massachusetts Secretary of States Statewide Record Retention Schedule.

3) Administration

The following Record Retention Schedule is approved as the initial maintenance, retention and disposal schedule for physical records of Tri-County and the retention and disposal schedule of electronic documents. The Business Manager (the "Administrator") is the officer in charge of the administration of this Policy and the implementation of processes and procedures to ensure that the Record Retention Schedule is followed. The Administrator is also authorized to: make modifications to the Record Retention Schedule from time to time to ensure that it is in compliance with local, state and federal laws and includes the appropriate document and record categories; monitor local, state and federal laws affecting record retention; annually review the record retention and disposal program; and monitor compliance with this Policy.

4) Suspension of Record Disposal In Event of Litigation or Claims

In the event that Tri-County is served with any subpoena or request for documents or any employee becomes aware of a governmental investigation or audit, or the commencement of any litigation against or concerning the Tri-County, such employee shall inform the Administrator and any further disposal of documents shall be suspended until such time as the Administrator, with the advice of counsel, determines otherwise. The Administrator shall take such steps as are necessary to promptly inform all staff of any suspension in the further disposal of documents.

5) Applicability

This Policy applies to all physical records generated in the course of the Tri-County's operation, including both original documents and reproductions. It also applies to the electronic documents described above.

Admissions

Student Admissions/Registration Records

Documents applications to the school and subsequent progress. Includes transcripts, acceptance letters, transfer records, course credit sheets and evaluations, veteran information, and related correspondence.

Retention Period:

- (a) Retain complete file for 6 months after graduation.
- (b) Permanent files containing the minimum data to reflect the student's educational process will be kept in perpetuity.

Tuition and Fees Records

Documents tuition and fee structure, analysis, and policy.

Retention Period:

- (a) Policy documentation: Permanent.
- (b) Actual payments: Retain 3 years after settlement.

Student Financial Aid Records

Documents aid given to students to help pay for schooling. Includes financial aid applications, federal student aid forms, federal tax forms, award letters and confirmations, verification records, and interview documentation.

Retention Period: Retain 5 years after separation

Student Record Transcript Requests Records

Documents requests for student transcripts.

Retention Period: Retain 1 year.

Academic Program Administration Records

Documents the routine daily administration of courses and programs of the institution. Includes referral, orientation, facilitative and other administrative correspondence and materials.

Retention Period: Retain 3 years.

Academic Advisement Records

Documents faculty or academic advisors advisement of students.

Retention Period: Retain 3 years after student graduates or separates from academic program.

Commencement and Awards Records

Documents graduation ceremonies and awards given to outstanding students. Includes programs, program revisions, logistical support documentation, and related correspondence.

Retention Period:

- (a) Final programs with edits: Permanent.
- (b) All other records: Retain 3 years.

Curriculum Development Records

Documents the development of courses.

Retention Period: Retain until administrative use ceases.

Course Outlines and Descriptions Records

Documents descriptions of courses taught by institution.

Retention Period: Permanent.

Student Tests and Examinations

Documents tests taken by students as part of course requirements.

Retention Period:

(a) Final tests taken as requirements for degree programs: Permanent.

(b) All other records: Retain 1 year.

Student Evaluations of Teachers

Documents student evaluations of courses and instructors. Includes questionnaires and summary reports.

Retention Period:

(a) Where information is summarized: Retain summary report 6 years and discard data forms, otherwise:

(b) Retain data forms 6 years.

Official Course and Grade Records

Provides a permanent record of student's courses taken and grades received.

Retention Period:

(a) Official courses taken and transcripts: Permanent.

(b) Transcript requests: Retain 1 year.

Teacher Certification Records

Documents the certification of teachers by the Department of Education in compliance with 71 MGL 38G.

Retention Period:

(a) Records before 1980: Retain 40 years.

(b) All other records: Retain 6 years after expiration.

Student Career/Placement Records

Documents records kept on file for placement purposes.

Retention Period: Retain 10 years.

Accreditation Records

Documents the accreditation process relating to an agency's program or programs as required by federal or state statute, or other body. Includes background support materials, accrediting agency correspondence, guidelines, reports, procedures, and accreditation review reports and responses.

Retention Period:

(a) Final accreditation report, responses, and substantive correspondence: Permanent.

(b) All other records: Retain 6 years after accreditation period ends.

Schedules and Calendars

Documents the scheduling of meetings, travel, appointments, and events. Includes schedule books, calendars, and related lists and postings.

Retention Period: Retain until administrative use ceases.

General Office Administration Records

Documents internal facilitative office policies for handling mail, opening hours, and storm coverage. Includes policies, procedures, staff lists, hours of operation postings, and related correspondence.

Retention Period: Retain until administrative use ceases.

Contracts and Agreements

Contracts and agreements between Tri-County and any outside clinical location or sub-contractor.

Retention: Actual documents and substantive correspondence: Permanent

General Correspondence

Letters, email and all other general correspondence.

Retention: Retain until administrative use ceases.

Records Retention Policy for Electronic Correspondence

All business conducted by government agencies are subject to the Public Records law of the Commonwealth of Massachusetts. This document addresses the unique consideration that must be given to electronic documents. The retention period of electronic documents are determined by their content. If the content is determined to be subject to Public Records law, then the retention period is defined by the laws of the Commonwealth.

If you are notified that a Litigation Hold has been put in place, do not alter or delete ANY documents, including emails that might have a bearing on the judicial action. When in doubt, save the document.