

ACADEMIC AFFAIRS

NOTE: Paper records may be destroyed after scanning or microfilming, with digital and microfilm versions replacing the original for retention purposes.

| Record | RDA Number | Content | Minimum Retention | Notes | Reason for Proposed Time |
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| <p>1. Accreditation records</p> | <p>22183</p> | <p>Records for institutional or program accreditation by the Middle States Association of Colleges and Secondary Schools, the National League for Nursing and other organizations responsible for accrediting institutions of higher learning, including but not limited to institutional self-study documents, reports and determinations resulting from onsite visits for evaluation, and the college's response to deficiencies noted</p> | | | |
| | | <p>a. Significant correspondence, reports, questionnaires, self-study records and reports, guides and related documents transmitted between the University and accrediting bodies</p> | <p>PERMANENT</p> | | <p>Industry standards, as recommended by Middle States Commission on Higher Education</p> |
| | | <p>b. Routine correspondence and transmittal records, drafts of guides and reports, and fiscal records</p> | <p>6 years after accreditation approved or denied</p> | | <p>Industry standards, as recommended by Middle</p> |

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| | | | | | States Commission on Higher Education |
| 2. Curriculum development records | 22184 | Including internal development and approval for credit, non-credit, and continuing education programs and courses | | | |
| | | a. Curriculum and related records describing course of instruction and course content, including transfer status information and course history records | 7 years | Records prepared as part of curriculum planning may have long-term value; evaluate these records for continued, or permanent, preservation. | Sufficient to meet administrative operational needs. |
| | | b. Approved internal application for curriculum | 7 years | | Sufficient to meet administrative operational needs. |
| | | c. Denied internal application for curriculum | 1 year | | Sufficient to meet administrative operational needs. |
| | | d. Curriculum planning records | 0 after no longer needed | Reports and studies prepared as | Sufficient to meet administrative |

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| | | | | part of curriculum planning may have long-term value; evaluate these records for continued, or permanent, preservation. | operational needs. |
| 3. Academic program proposals | 22185 | Including proposals for registration of new programs and requests for approval of changes in existing program title, HEGIS (Higher Education General Information Survey) content, credit hours, curricular content, format, and/or resource commitment | | | |
| | | a. For successful registration of program | PERMANENT | | Sufficient to meet administrative operational needs. |
| | | b. For failed proposal | 0 after no longer needed | | Sufficient to meet administrative operational needs. |
| 4. Curriculum/program registration records | 22186 | Including approvals from the State University of New York and registration letters from the State Education Department | PERMANENT | | Sufficient to meet administrative operational needs. |

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| 5. Master plan and related documents | 22187 | a. Concerning the degree-granting authority of a college or the University | PERMANENT | | Sufficient to meet administrative operational needs. |
| | | b. background materials | Destroy when no longer referred to or needed. | Appraise these records for historical significance and permanent retention prior to disposition. | Sufficient to meet administrative operational needs. |
| 6. Course information records | 22188 | a. Official copy of any literature or other material made available to the public, including college catalogs and student handbooks | PERMANENT | | Sufficient to meet administrative operational needs. |
| | | b. Detailed course descriptive information, including background materials and supporting documentation | 7 years after course or program discontinued | | Sufficient to meet administrative operational needs. |
| | | c. Routine internal information records relating to courses, including but not limited to draft descriptions and tentative course schedules: | 1 year | | Sufficient to meet administrative operational needs. |
| 7. Faculty and faculty-student research records | 22189 | Maintained separate from faculty personnel records and student | | | Sufficient to meet |

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| | | individual academic records | | | administrative operational needs. |
| | | a. Published books, papers, journal articles, and other materials made available to the public | PERMANENT | | Sufficient to meet administrative operational needs. |
| | | b. Other records, including but not limited to records summarizing and publicizing research, and research files which are not the personal property of the researchers | 3 years after research concluded or otherwise terminated | Appraise research records for possible long-term value to other researchers and to document research conducted at the University. | Sufficient to meet administrative operational needs. |
| 8. Records of Institutional Review Boards | 22190 | a. Records relating to individual research protocols, including but not limited to copies of research proposals reviewed and accompanying scientific evaluations and funding proposals; approved sample consent documents; progress reports submitted by investigators; reports of injuries to subjects; statements of significant new findings provided to subjects; written | 3 years after research concluded or otherwise terminated. In the case of new drug investigations, 2 years after the marketing application is approved or, if no application is filed or if the application is not approved, until 2 years after the investigation is | | 21 CFR 56.115 21 CFR 312.62 |

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| | | summaries of discussion of controversial issues and their resolution; records showing the basis for requiring changes in or disapproving research; correspondence between the IRB and investigators; and records of continuing review activities | discontinued and FDA is notified. | | |
| | | b. Records relating to IRB actions and activities other than protocol-specific matters, including but not limited to minutes of IRB meetings and related attendance records and agendas; records of actions taken by the IRB that are not included in the minutes, including the number of members voting for or against or abstaining from such actions; lists of IRB members; and written procedures for the IRB | 3 years after research completed or otherwise terminated. | | Sufficient to meet administrative operational needs. 45 CFR 46.115 21 CFR 56.115 |

INSTRUCTION

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| | | | | | Time |
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| 1. Course listing | 22191 | Records created for administrative convenience, containing department list of classes | 0 after superseded | | Sufficient to meet administrative operational needs. |
| 2. Instructor's course syllabus or lesson plan | 22192 | | 0 after no longer needed by campus | Campuses may wish to retain representative or outstanding course syllabi for future reference, as well as any useful class reading lists or bibliographies. | Sufficient to meet administrative operational needs. |
| 3. Instructor's grade records, test scores, and marking sheets | 22193 | Including records documenting the evaluation of scientific models, biological specimens, chemical compounds or other objects or materials produced in lab or shop settings | 2 years | | Sufficient to meet administrative operational needs. |
| 4. List of students majoring in a field of study | 22194 | | 0 after superseded | | Sufficient to meet administrative operational needs. |
| 5. Class schedule | 22195 | Including class title, location, dates, and time of meeting | 6 years | | Sufficient to meet administrative operational needs. |

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| <p>6. Completed examination test papers and answer sheets</p> | <p>22196</p> | | <p>1 year after course completion</p> | <p>For test papers and answer sheets for non-credit and continuing education courses, see item no. 5 in the Students Records section.</p> | <p>Sufficient to meet administrative operational needs.</p> |
| <p>7. Course or laboratory attendance records</p> | <p>22197</p> | <p>Records necessary to provide documentation for student financial aid or other purposes</p> | <p>6 years</p> | | <p>Sufficient to meet administrative operational needs.</p> |
| <p>8. Evaluations of course instructor</p> | <p>22198</p> | <p>Including but not limited to teaching observation reports and annual evaluations</p> | | | |
| | | <p>a. Evaluations by students</p> | <p>3 years</p> | | <p>Sufficient to meet administrative operational needs.</p> |
| | | <p>b. Evaluations by individuals other than students</p> | <p>6 years after termination of instructor's employment</p> | | <p>Sufficient to meet administrative operational needs.</p> |
| <p>9. Records relating to tax-free use of alcohol</p> | <p>22199</p> | <p>Records of use of alcohol for educational purposes</p> | <p>6 years after expiration of</p> | | <p>Sufficient to meet</p> |

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| | | | permit or denial of application | | administrative operational needs. |
| 10. Radiation use log | 22200 | Records of radiation use for educational purposes. Include student name, date, film size, quantity, screen, and length of time in laboratory | 4 years after graduation or date of last attendance | | Sufficient to meet administrative operational needs. |
| 11. Records of hypodermic syringes and needles | 22201 | Records of hypodermic syringes and needles acquired for educational use | | | |
| | | a. Certificate of need for educational use | 6 years after certificate expires | | Sufficient to meet administrative operational needs. |
| | | b. Other records, including records of purchase, inventory, destruction, loss or theft | 6 years | | Sufficient to meet administrative operational needs. |