

HAMPSHIRE COLLEGE

Record Retention and Destruction Policy

Hampshire College generates a wide variety of written material in paper and electronic forms, and some must be retained for varying periods. Records retention policies and regulations are identical regardless of the form. This document outlines the policy and procedures governing the retention and destruction of records at Hampshire College.

Hampshire College retains vital records of the history of the College to guide current and future operations and to comply with its legal obligations. Two important categories of material that must be retained and disposed of with particular care are records of historic value and those governed by regulation. They should be retained for a period consistent with their purpose and as may be required by law.

Material of historic interest should be retained in perpetuity. These materials are maintained by College Archives, whose responsibility it is to store and document materials of interest and develop policies regarding their definition and retention. Space permitting, College Archives may allow other departments to store records in Archive space.

Recently issued stringent federal and statutory regulations protect confidential and personal information. Records containing this information, such as employee ID, birth date or social security number, must be destroyed by shredding or otherwise permanently removing the information. Recycling can be used for disposal of all non-confidential documents.

In order to comply with these federal and state regulations, various College records must be kept for specified periods of time. The schedule sets forth the minimum period for which records must be retained. However, the College may wish to store selected records longer than the minimum required by statute. Departmental policies should be developed to guide storage, including the housing and location of documents, and to identify those responsible. Once records have served their purpose and the regulatory requirements have been satisfied, materials can be appropriately disposed of.

Because the College does not have a centralized records management function, each department is responsible for the retention and disposal of the records it generates or receives. Records should be maintained for the period of retention either in the office or department where they were created or used (Office of Record) unless transferred to Archives for storage. Once materials have reached the end of their regulatory retention period, Archives should be consulted to determine if they have historic value prior to disposal.

In many cases, multiple copies of records exist. The Office of Record is responsible for retaining and, if appropriate, disposing of original materials. The Business Office can identify the relevant office, if

necessary. Other copies should be retained or disposed of at the discretion of the user, with appropriate consideration given to the safeguarding of private and confidential information. For example, a number of offices have copies of Board of Trustees minutes and other materials. The Secretary to the Board is the Office of Record and responsible for insuring that the materials are retained and disposed of at the appropriate time. That office will consult with College Archives about any materials that might be archived.

If an office is notified that records are required or subpoenaed for any claim or governmental action, the department is responsible for and required to work with the College to provide said records and to ensure that the records are not disposed of. Failure to comply may result in personal civil or criminal liability per government statute.

The following schedule identifies the various documents that are subject to regulation, the statutory retention requirement, the College's retention policy and the office of record.

Questions concerning this policy should be directed to the College Risk Manager or the College Archivist.

**HAMPSHIRE COLLEGE
RECORDS RETENTION SCHEDULE**

HAMPSHIRE COLLEGE RECORDS RETENTION SCHEDULE			
Document		Retention Period	
		Statutory	College
GENERAL			
	Licenses	Active+6 years	Active+6 years
	Leases	Active+ 6 years	Active+ 6 years
	Contracts and Agreements	Active+6 years	Active+6 years
	Sales/Gift Transaction Documentation	Current+5 years	Current+5 years
	Inventory	Current+5 years	Current+5 years
SECRETARY TO THE BOARD			
	Articles of Incorporation	Permanent	Permanent
	Charter	Permanent	Permanent
	By-laws	Permanent	Permanent
	Board of Trustees Meeting Minutes	Permanent	Permanent
	Trustee Committee Meeting Minutes	Permanent	Permanent
DEAN OF FACULTY			
	Patent and Trademark Records	Active+ 6 years	Active+ 6 years
	Government Grant Files	Active+3 years	Active+3 years
ADMINISTRATIVE SYSTEMS			
	Employee Directories	5 years	5 years
	Email Backup Tapes	none	1 year
INSTITUTIONAL RESEARCH			
	IPEDS	3 years	3 years
	IPEDS (if charge of discrimination filed)	until disposition	until disposition
REGISTRAR			
	Name Change Authorization	Enrolled+ 6 years	Enrolled+6 years
STUDENT FINANCIAL SERVICES			
	Ledgers and Transaction Journals	Permanent	Permanent
	Cash Receipts	Current+4 years	Current+4 years
	A/R Detail Batch Reports	Current+4 years	Current+4 years
	A/R Student Class Folders	Current+4 years	Current+4 years
	A/R Interfaces	Current+4 years	Current+4 years
	Deposit Tickets	Current+4 years	Current+4 years
	Journal Entry Detail	Current+4 years	Current+4 years
	Batch Updates	1 year	1 year
	Student Loan Transaction Journals	Permanent	Permanent
	Balancing Reports	Permanent	Permanent
	Aging Reports	Permanent	Permanent
STUDENT EMPLOYMENT			
	Student Employment Agreements	6 years	6 years
	Student Job Descriptions	6 years	6 years

Document	Retention Period	
	Statutory	College
BUSINESS OFFICE		
Investment Committee Meeting Minutes	Permanent	Permanent
Deeds and Titles	Permanent	Permanent
Deeds and Titles for Donated Real Property Later Sold	none	Permanent
Attorney Opinion Letters (Real Estate)	Active+4 years	Permanent
Unitrust Tax Returns and Support	3 years	Permanent
Wire Transfer Records	5 years	5 years
Government Grant Files	Active+3 years	Active+3 years
Life Income Agreements	none	Permanent
Property Records	Active+5 years	Active+5 years
Mortgage, Bond and Long-term Debt Records	Active+5 years	Active+5 years
Sales of Property Records	Active+5 years	Active+5 years
Budget Reports	none	Active+5 years
Estate Files	none	Permanent
Form 990/990T and Support	3 years	20 years
Closed Out Accounts	none	Permanent
Conditional Gifts	none	Permanent
Endowment Funds Reports	none	Permanent
Restricted Funds Ledger	none	Permanent
Statement of Changes	none	Permanent
Gifts Batches	none	5 years
Cash Receipts	Current+4 Years	Current+4 Years
Deposit Records	none	Current+4 years
Journal Entry Detail	none	Current+4 years
Unclaimed Property Filings	6 years	6 years
Unclaimed Property Records	none	6 years
Receipts for Gifts and Sales	6 years	6 years
Uncollected Accounts	Current+6 years	Current+6 years
Processed/Paid Purchase Orders	5 years	5 years
Original Invoices	5 years	Current+4 years
Expense Reports	5 years	5 years
Accounts Payable Check Registers	5 years	5 years
1099's	Current+4 years	Current+4 years
Bank Statements	5 years	7 years
Bank Reconciliations	none	7 years from date filed
Property Tax Exemption Records	none	Permanent
Operating Account & Statements	7 years	7 years
General Ledgers and Operating Ledgers	Current+5 years	Permanent
Subsidiary Ledgers	Current+5 years	10 years
Journal Vouchers and backup	none	Current+5 years
Account Reconciliations	none	7 years
Audited Financial Statements	Current+4 Years	Permanent-Archived
Audit Reports and Supporting Workpapers	Current+4 Years	Permanent
Management Letters	none	Permanent
Massachusetts Sales & Meal Taxes	5 years	5 years
Operating Cash Reports	7 years	7 years
Massachusetts Form PC	20 years	20 years

	Document	Retention Period	
		Statutory	College
HUMAN RESOURCES			
	Job Announcements/Advertisements	1 year	1 year
	Applications/Materials from Individuals Not Hired	1 year	1 year
	Applications/Materials from Individuals Hired	Active+1 year	Active+1 year
	Letters of Recommendation for Individuals Hired	Active+6 years	Active+6 years
	Employee Beneficiary Designation	Active	Active
	Employee Emergency Contacts	Active	Active
	Employee Promotions	Active	Active
	Employee Attendance Records	3 years	3 years
	Employee Evaluations	3 years	3 years
	Employee Transfers	3 years	3 years
	Employee Personnel Actions	3 years	3 years
	Employee Disciplinary Warnings and Actions	3 years	3 years
	Employee Layoffs or Terminations	3 years	3 years
	Employee/Student Employment Eligibility Forms (I-9)	Later of Active+1 year or 3 years after hired	Later of Active+1 year or 3 years after hired
	EEO-6 Reports	3 years	3 years
	Superseded Staff Handbooks	10 years	10 years
	Superseded Job Descriptions	10 years	10 years
	Employee Accident Reports	6 years	6 years
	Employee Exposure Reports	30 years	30 years
	Employee Injury/Medical Complaint Records	6 years	6 years
	Individual Employee Files	Life	Life
	Employee Educational Assistance	Life	Life
	Sick Leave Benefits	Life	Life
	Retirement Benefits Accrued	Life	Life
	Disability Records	Life	Life
	Actuarial Records	6 years	6 years
	Incentive Plans (after expiration)	6 years	6 years
	Retirement Plans (after expiration)	6 years	6 years
PAYROLL			
	Wage Rate Tables	3 years	3 years
	Wage or Salary History	6 years	6 years
	Salary or Current Rate of Pay	6 years	6 years
	Payroll Deductions	6 years	6 years
	Timesheets	5 years	7 years
	W-2 and W-4 Forms	6 years	6 years
	Garnishments	Active	Active
	Payroll Register	6 years	6 years
	Notices of Employment Security Claims	4 years	4 years
	Forms 941 and 945	4 years	4 years
	Student Timesheets	6 years	7 years

Document	Retention Period	
	Statutory	College
FACILITIES MANAGEMENT		
Property Improvement Records	Active+5 Years	Active+5 Years
Building Permits	Active+5 Years	Active+5 Years
Building Plans and Specifications	Permanent	Permanent
Office Layouts	Active	Active
Zoning Permits	Active	Active
Operating Permits	Active	Active
Maintenance Records	Active	Active
Job Cost/Job Cost Inventory	Current+5 years	Current+5 years
PUBLIC SAFETY		
Campus Crime Reports-Annual	4 years	4 years
Campus Crime Reports-Interim	2 years	2 years
Motor Vehicle Records	Active	Active
ENVIRONMENTAL HEALTH & SAFETY		
Air or Water Waste Emissions	3 years	3 years
Hazardous Chemical Waste Records	5 years	5 years
Laboratory Practices	Active	Active
RISK MANAGEMENT		
Claims	Active	Active
Court Documents and Records	Active	Active
Deposition Transcripts	Active	Active
Discovery Materials	Active	Active
Litigation Files	Active+2 years	Active+2 years
Property Insurance Records	none	none
Liability Insurance Policies	none	none
Insurance Claim Documents	none	none
DEVELOPMENT		
Private Grant Files	Active+3 years	Active+3 years