

Academics

Records Liaison: Romelle Berry

Biology, Chemistry, Biochemistry and Neuroscience

BioChem1 Records

BioChem1.1 Science Department Forms

Includes but is not limited to all forms for student information and use and Capstone Request Form.

Retain for two years then destroy.

BioChem1.2 Personnel Records

Chair of dept. retains records for current employees. Faculty searches, job applications etc. (office of record Academic Affairs or Human Resources).

Retain applications kept for one year then transferred to HR.

BioChem1.3 Meeting Records

Minutes and agenda of department meetings.

Send copy to Archives. Retain office copy until administrative need ends.

BioChem1.4 Student Records

Student grades, papers, recommendations, schedules, advising info.

Retain until no longer of administrative need.

BioChem2 Prof. Organizations

Student and faculty membership in clubs and organizations.

Retain until no longer of administrative need.

BioChem3 Recommendations

Student recommendations for medical or prof. Schools.

Retain for three years or administrative need ends, whichever is longer.

BioChem4 Lab Safety Forms

Student Lab Safety Agreements.

Retain current plus four years.

BioChem5 Internship Information

Records of students, advisors and sites of internships.

Retain until no longer of administrative need then sent to Archives for review and final disposition.

BioChem6 Major Field Test

Test administered to all Bio and Chem majors scores used for assessment by Educational Science Test.

Permanent.