

# Academics

# Academic Affairs

Records Liaison: Nancy Dunsing/ Lori Hagarty

## **AcadAffairs01** Learning Communities

### **AcadAffairs1.1** Travel Learning Community Budget Files

*Records documenting starting and ending budgets for travel learning communities and expenses incurred (electronic spreadsheets). Paper copies of receipts, hotels, car rentals, bus rentals, etc. pertaining to the trip.*

Retain two years from the end of the academic year course offered.

### **AcadAffairs1.2** Student Lists

*Records documenting student names for billing, refund and safety purposes while on their trips.*

Retain current plus three years.

### **AcadAffairs1.3** Student Information Copies (passport, emergency contact)

*Records documenting student personal information for emergency purposes during trips.*

Retain until students return from trip and then shred.

## **AcadAffairs2** First Year Advising Files

*Paper and electronic student survey for advising purposes.*

Retain until superseded.

## **AcadAffairs3** Faculty Personnel Records

*Department copy of an employee's personnel record.*

Retain permanently, send to Archives when no longer of administrative need.

## **AcadAffairs4** Community & Professional Education Programs

*Records of course listings, applications, mailings, enrollment lists.*

Retain three years and then send to Archives for review.

## **AcadAffairs5** Human Resources Certificate Program

*Program ended Spring 2007. Course enrollment history for certification.*

Retain one year. Send to Archives due to certification program.

## **AcadAffairs6** Cultural Encounters

*First year student program that ended in 2006.*

Retain permanently.

**AcadAffairs7**      Course Evaluations

*Results of Student Course Evaluations by semester.*

Cut off at the end of the academic year and retain three years.

**AcadAffairs8**      Department Reviews

**AcadAffairs9**      Payroll Spreadsheet for Part-time Faculty

*Spreadsheet that documents Part-time Faculty's salary, created each semester.*

Retain current plus seven.