

Student Affairs

Counseling and Testing

Records Liaison: Glenda Vandross

CnsITest1 Student/Client Counseling Records

All documents that pertain to student/client.

Retain seven years from graduation.

CnsITest2 Procedures

Approved procedures published and distributed by CTC.

Retain until updated or superseded. Copy to General Counsel and Archives.

CnsITest3 Interns

Department (CTC) copy of intern's personnel record.

Retain seven years after completion of the internship.

CnsITest4 Outside Providers

List of outside providers to use as reference for clients.

Retain until no longer of administrative need.

CnsITest5 College Programs and Trainings

College programs and trainings given by staff. Records include correspondence, memoranda, agendas, notes, audio visual material and evaluations.

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

CnsITest6 Professional Presentations

Presentations given by staff. Records include correspondence, memoranda, agendas, notes, audio visual materials and evaluations.

Retain until no longer of administrative value.