

LOCAL SCHEDULE JC

RETENTION SCHEDULE FOR RECORDS OF PUBLIC JUNIOR COLLEGES

(Second Edition, Effective September 22, 2010)
13 TAC §7.125(a)(7)

[View this document as a PDF](#)

This schedule establishes mandatory minimum retention periods for records commonly found in public junior colleges. No local government office may dispose of a record listed in this schedule prior to the expiration of its retention period. A records control schedule of a local government may not set a retention period that is less than that established for the record in this schedule. Original paper records may be disposed of prior to the expiration of their minimum retention periods if they have been microfilmed or electronically stored pursuant to the provisions of the Local Government Code, Chapter 204 or Chapter 205, as applicable, and rules of the Texas State Library and Archives Commission adopted under those chapters. Actual disposal of such records by a local government is subject to the policies and procedures of its records management program.

Destruction of local government records contrary to the provisions of the Local Government Records Act of 1989 and administrative rules adopted under it, including this schedule, is a Class A misdemeanor and, under certain circumstances, a third degree felony (Penal Code, Section 37.10). Anyone destroying local government records without legal authorization may also be subject to criminal penalties and fines under the Public Information Act (Government Code, Chapter 552).

INTRODUCTION

The Government Code, Section 441.158, provides that the Texas State Library and Archives Commission shall issue records retention schedules for each type of local government, including a schedule for records common to all types of local government. The law provides further that each schedule must state the retention period prescribed by federal or state law, rule of court, or regulation for a record for which a period is prescribed; and prescribe retention periods for all other records, which periods have the same effect as if prescribed by law after the records retention schedule is adopted as a rule of the commission.

A record of a public junior college may not be destroyed if there is an outstanding request to inspect and review the record under the Federal Family Educational Rights and Privacy Act (FERPA). A record of a public junior college may also not be destroyed, although its retention period has expired, if it is subject to a pending audit by a federal or state grantor or subgrantor agency or if questions remain unresolved from a conducted audit until audit findings are resolved.

A local government record whose retention period has expired may not be destroyed if any litigation, claim, negotiation, audit, public information request, administrative review, or other action involving the record is initiated; its destruction shall not occur until the completion of the action and the resolution of all issues that arise from it.

A local government record whose retention period expires during any litigation, claim, negotiation, audit, public information request, administrative review, or other action involving the record may not be destroyed until the completion of the action and the resolution of all issues that arise from it.

The retention period for a record applies to the record regardless of the medium in which it is maintained. Some records listed in this schedule are maintained electronically in many offices, but electronically stored data used to create in anymanner a record or the functional equivalent of a record as described in this schedule must be retained, along with the hardware and software necessary to access the data, for the retention period assigned to the record, unless backup copies of the data generated from electronic storage are retained in paper or on microfilm for the retention period. This includes electronic mail (e-mail), websites and electronic publications.

Unless otherwise stated, the retention period for a record is in calendar years from the date of its creation. The retention period applies only to an official record as distinct from convenience or working copies created for informational purposes. Where several copies are maintained, each local government should decide which shall be the official record and in which of its divisions or departments it will be maintained. Local governments in their records management programs should establish policies and procedures to provide for the systematic disposal of copies.

If a record described in this schedule is maintained in a bound volume of a type in which pages were not meant to be removed, the retention period, unless otherwise stated, dates from the date of last entry.

If two or more records listed in this schedule are maintained together by a local government and are not severable, the combined record must be retained for the length of time of the component with the longest retention period. A record whose minimum retention period on this schedule has not yet expired and is less than permanent may be disposed of if it has been so badly damaged by fire, water, or insect or rodent infestation as to render it unreadable, or if portions of the information in the record have been so thoroughly destroyed that remaining portions are unintelligible. If the retention period for the record is permanent in this schedule, authority to dispose of the damaged record must be obtained from the Director and Librarian of the Texas State Library and Archives Commission. A Request for Authority to Destroy Unscheduled Records (Form SLR 501) should be used for this purpose.

Certain records listed in this schedule are assigned the retention period of AV (as long as administratively valuable). This retention period affords local governments the maximum amount of discretion in determining a specific retention period for the record described.

Use of Asterisk (*)

The use of an asterisk in this second edition of Local Schedule JC indicates that the record is either new to this edition, the retention period for the record has been changed, or amendments have been made to the description or remarks concerning the record. An asterisk is not used to indicate minor amendments to grammar or punctuation.

ABBREVIATIONS USED IN THIS SCHEDULE

- AV - As long as administratively valuable
- CFR - Code of Federal Regulations
- FE - Fiscal year end
- US - Until superseded
- USC - United States Code

Table of Contents

- Part 1: Admission and Assessment Records**
- Part 2: Academic Records**
- Part 3: Financial Aid Records**
- Part 4: Family Educational Rights and Privacy Act Records**
- Part 5: Accreditation Records**
- Part 6: Financial Records**
- Part 7: Personnel Records**
- Part 8: General Education Development (GED) Testing Records**
- Part 9: Miscellaneous Records and Reports**
- Part 10: Library and Museum Records**
- Part 11: Campus Security Records**

RECORDS OF PUBLIC JUNIOR COLLEGES

Retention Notes: a) This schedule should be used by junior college districts in conjunction with Local Schedule GR (Records Common to All Governments) and Local Schedule TX (Records of Property Taxation). In particular, many records maintained by junior college districts are includable among the general administrative, financial, personnel, and support service records series in Local Schedule GR. In any instances of conflict between retention periods established in this schedule and in Local Schedule GR, the retention periods in this schedule shall prevail.

b) The retention periods for records listed in this schedule relating to admissions and academic achievement are applicable to all educational programs of a junior college district to the extent that records of the types described are created for each program.

PART 1: ADMISSION AND ASSESSMENT RECORDS

| Record Number | Record Title | Record Description | Retention Period | Remarks |
|---------------|---|--|--------------------------------|--|
| *JC3700-01 | ADMISSION AND ASSESSMENT RECORDS | Applications for admission or readmission; letters or forms evidencing grant or denial of admission, petitions for special admission or readmission; entrance examination reports (ACT, SAT, TOEFL, etc); THEA score reports or exemption forms; local assessment test reports; residency status forms and oaths; Immigration and Naturalization Service forms; health and immunization reports; GED attainment documentation; and high school or prior college transcripts, transcript waivers, or statements of good standing. | | For letters of recommendation see item number JC3700-02. |
| *JC3700-01a | ADMISSION AND ASSESSMENT RECORDS | Transcripts or other admission or assessment documentation received during an admission | 1 year after application term. | |

| Record Number | Record Title | Record Description | Retention Period | Remarks |
|---------------|---|---|---|--|
| | | period that cannot be matched with an application for admission. | | |
| *JC3700-01b | ADMISSION AND ASSESSMENT RECORDS | Records of students denied admission or who were admitted but did not register. | 1 year after application term. | |
| *JC3700-01c | ADMISSION AND ASSESSMENT RECORDS | Records of students admitted who did register. | 1 year after application term. | Retention Note: Transcripts or other documents from institutions in foreign countries may be originals and difficult or impossible for the applicant to replace. Public junior colleges may want to return these documents to the student or applicant rather than destroy them. In such circumstances, the Director and Librarian of the Texas State Library and Archives Commission, by authority of the Local Government Code, Section 202.004(b), hereby consents to the return as a permitted exception to the statutory prohibition against the alienation of local government records. |
| JC3700-02 | LETTERS OF RECOMMENDATION | Letters of recommendation or other correspondence relevant to decisions on admission. | Until admission or denial of admission. | |

PART 2: ACADEMIC RECORDS

| Record Number | Record Title | Record Description | Retention Period | Remarks |
|---------------|--|---|--|---------|
| JC3725-01 | ACADEMIC ACTION NOTIFICATIONS | Copies of documentation notifying students of dismissal, academic probation, etc. | Termination of enrollment + 3 years. | |
| JC3725-02 | ADVANCED PLACEMENT AND CREDIT RECORDS | Transfer credit evaluations, national or state standardized test scores and reports (e.g., CLEP, AP, CPS), credit by examination authorizations and reports, military course documentation (e.g., DANTES, USAFI) and evaluations, non-traditional transcripts and credentials, life experience records, requests for advanced credit, and similar documentation used by a district to evaluate and determine award of credit by advanced placement. | | |
| *JC3725-02a | ADVANCED PLACEMENT AND CREDIT RECORDS | If credit awarded. | 5 years after graduation or date of last attendance. | |

| Record Number | Record Title | Record Description | Retention Period | Remarks |
|---------------|--|--|---|---------|
| JC3725-02b | ADVANCED PLACEMENT AND CREDIT RECORDS | If credit not awarded. | End of academic year in which decision made + 1 year. | |
| JC3725-03 | CONTINUING EDUCATION RECORDS (NON-FUNDED COURSES) | Registration forms, class lists, and similar records associated with preparation and registration for courses in continuing education that because of lack of enrollment or other circumstances were not offered during an academic term. | End of the academic term in which the course was to be offered + 90 days. | |
| JC3725-04 | COURSE REGISTRATION AND STATUS RECORDS | Registration forms, class rosters, and similar records providing information on which courses student are registered for at the beginning of an academic term, including documentation evidencing the conditions under which courses are undertaken (e.g., audit, pass/fail, and credit/no credit authorizations or approvals) or evidencing changes to registration status during the term (e.g., add/drop forms by student or instructor). | End of academic term + 1 year. | |
| JC3725-05 | DEGREE PLANS | Also includes change of major/degree forms filled out by student. | AV after termination of enrollment. | |
| JC3725-06 | GRADE AND COURSE CREDIT RECORDS | | | |
| *JC3725-06a | GRADE AND COURSE CREDIT RECORDS | Grade sheets submitted by instructors, advanced credit posting authorizations, and grade rolls or similar input documentation used in posting grades or credit data to transcripts. | End of academic year in which data posted to transcripts + 5 years. | |
| JC3725-06b | GRADE AND COURSE CREDIT RECORDS | Faculty grade books. | End of academic term + 1 year. | |
| JC3725-06c | GRADE AND COURSE CREDIT RECORDS | Copies of grade reports provided to students. | End of academic term + 1 year. | |
| JC3725-06d | GRADE AND COURSE CREDIT RECORDS | Grade appeals or change requests. | 1 year after decision on change request. | |

| Record Number | Record Title | Record Description | Retention Period | Remarks |
|---------------|---|--|--|---|
| *JC3725-06e | GRADE AND COURSE CREDIT RECORDS | Change of grade forms (update documents). | PERMANENT. | |
| *JC3725-07 | GRADUATION APPLICATIONS AND AUTHORIZATIONS | Applications for graduation and authorizations certifying completion of degree requirements. | 5 years after graduation or date of last attendance. | |
| JC3725-08 | GRADUATION LISTS | Lists of students graduating with associate degrees or earning certifications in district sponsored non-degree programs. | PERMANENT. | |
| JC3725-09 | HOLDS AND ENCUMBRANCES | Documents used to place (and remove) holds on the release of transcripts or other academic data. | Until released. | |
| JC3725-10 | PERSONAL DATA UPDATE RECORDS | Change of address forms, name change authorizations, and similar source documentation used to update personal data information on transcripts or other student records. | AV after student record updated. | Retention Note: If a transcript or other student record is not updated, the source document providing the amended information must be retained for the same retention period as the record it was meant to update. This record group concerns update information on personal data only and does not include source documentation for updating grades and credits earned, as described in item number JC3725-07. |
| *JC3725-11 | TRANSCRIPTS | Transcript, or a record equivalent in function, of the academic achievement of each enrolled student, documenting courses taken, credits granted, grades received, and any degrees or certifications awarded (including any narrative assessments or evaluations prepared in lieu of an assigned grade). | | |
| *JC3725-11a | TRANSCRIPTS | | PERMANENT. | |
| *JC3725-11b | WORKFORCE CONTINUING EDUCATION TRANSCRIPTS | | Date of award + 7 years. | By regulation – 19 TAC 9.114(b). Retention Note: Policies regarding the retention and release of such records are established by the institution's policies for other types of student educational records. |
| JC3725-12 | WITHDRAWAL | Authorizations for a student to | End of | |

| Record Number | Record Title | Record Description | Retention Period | Remarks |
|---------------|--------------------------------------|---|---|---------|
| | AUTHORIZATIONS | withdraw from classes after calendar deadlines without academic penalty for reasons acceptable to a district. | academic term in which enrollment terminated + 3 years. | |
| *JC3725-13 | TRANSCRIPT REQUESTS (Student) | | Date of request + 1 year. | |

PART 3: FINANCIAL AID RECORDS

Special Note: For accounting and other fiscal records relating to the administration of grant, loan, or work-study funds by a junior college district, see item number JC3825-02.

| Record Number | Record Title | Record Description | Retention Period | Remarks |
|---------------|--|--|---|---|
| JC3750-01 | FINANCIAL AID APPLICATION AND AWARD RECORDS | Including (to the extent applicable to specific programs) applications, financial aid need analysis and eligibility forms: financial aid transcripts: selective service registration compliance statements and any supporting documentation: statements of educational purpose: anti-drug abuse statements: student aid reports: authorization and award forms, copies of documents submitted by students or parents for verification of student aid application information: and similar records relating to the application for and award of grants, scholarships, loans, veterans education benefits, or opportunities to participate in work-study programs. | | |
| JC3750-01a | FINANCIAL AID APPLICATION AND AWARD RECORDS | <p>Records of recipients.</p> <p>(1) Income Contingent Loan (ICL), Perkins Loan, Federal Work-Study (FWS), and Federal Supplemental Educational Opportunity Grant (FSEOG) Programs.</p> <p>(2) Pell Grant Program.</p> <p>(3) Stafford (formerly Guaranteed Student Loan) and PLUS Programs.</p> <p>(4) Health profession and nursing student loan programs [<i>including</i> the Health Education Assistance Loan (HEAL) Program].</p> <p>(5) Veterans Administration educational assistance allowances.</p> <p>(6) All other federal or state grant, scholarship, and work-study programs.</p> <p>(7) All other federal or state loan programs.</p> <p>(8) All local grant, scholarship, loan, or work study programs.</p> | <p>Submission of annual report for the award year + 5 years.</p> <p>End of award year + 5 years.</p> <p>End of the period for which the loan was intended + 5 years.</p> <p>Termination of enrollment as a full-time student + 5 years.</p> <p>Termination of enrollment + 3 years.</p> <p>End of award year + 5 years.</p> <p>End of the period for which the loan was intended + 5 years.</p> | <p>By regulation - 34 CFR 668.24, 674.19(e)(3), 675.19(b)(1), and 676.19(b).</p> <p>By regulation - 34 CFR 690.82(a).</p> <p>By regulation - 34 CFR 682.610(a)(2).</p> <p>By regulation - 42 CFR 57.215(b), 57.315(a)(2), and 60.56(b).</p> <p>By regulation - 38 CFR 21.4209(f).</p> |

| Record Number | Record Title | Record Description | Retention Period | Remarks |
|---------------|---|--|--|--|
| | | | End of award period + 3 years. | |
| JC3750-01b | FINANCIAL AID APPLICATION AND AWARD RECORDS | Records of those who applied for but did not receive financial aid. | End of academic period for which aid denied + 1 year. | |
| JC3750-02 | FINANCIAL AID DISBURSEMENT AND REPAYMENT RECORDS | Including (to the extent applicable to specific programs) disbursement and repayment forms; receipts; account cards; copies of promissory notes; certifications of enrollment status or other data to grantors or lenders; cancellation, deferment, or payment extension documentation; work-study certifications and time reports; documentation of entrance and exit interviews; records of contacts concerning overdue loans; correspondence between the junior college and the borrower, collection agencies, and credit bureaus; and similar records relating to the disbursement of grants, veterans education benefits, and work-study funds and the disbursement and repayment of loans. | | |
| JC3750-02a | FINANCIAL AID DISBURSEMENT AND REPAYMENT RECORDS | Income Contingent Loan (ICL) and Perkins Loan Programs. | Date of final repayment or cancellation + 5 years. | By regulation - 34 CFR 674.19(e)(3). |
| JC3750-02b | FINANCIAL AID DISBURSEMENT AND REPAYMENT RECORDS | Federal Work-Study (FWS) and Federal Supplemental Educational Opportunity Grant (FSEOG) Programs. | Submission of annual report for the award year + 5 years. | By regulation - 34 CFR 675.19(b)(1) and 676.19(b). |
| JC3750-02c | FINANCIAL AID DISBURSEMENT AND REPAYMENT RECORDS | Pell Grant Program. | End of award year + 5 years. | By regulation - 34 CFR 690.82(a). |
| JC3750-02d | FINANCIAL AID DISBURSEMENT AND REPAYMENT RECORDS | Stafford (formerly Guaranteed Student Loan) and PLUS Programs. | End of the period for which the loan was intended + 5 years. | By regulation - 34 CFR 682.610(a)(2). |
| JC3750-02e | FINANCIAL AID DISBURSEMENT AND REPAYMENT RECORDS | Health profession and nursing student loan programs [excluding the Health Education Assistance Loan (HEAL) Program]. | Date of retirement of loan + 5 years. | By regulation - 42 CFR 57.215(c) and 57.315(a)(3). |
| JC3750-02f | FINANCIAL AID DISBURSEMENT AND REPAYMENT RECORDS | Health Education Assistance Loan (HEAL) Program. | Termination of enrollment as a full-time student + 5 years. | By regulation - 42 CFR 60.56(b). |

| Record Number | Record Title | Record Description | Retention Period | Remarks |
|---------------|---|--|--|------------------------------------|
| JC3750-02g | FINANCIAL AID DISBURSEMENT AND REPAYMENT RECORDS | Veterans Administration educational assistance allowances. | Termination of enrollment + 3 years. | By regulation - 38 CFR 21.4209(f). |
| JC3750-02h | FINANCIAL AID DISBURSEMENT AND REPAYMENT RECORDS | All other federal or state grant, scholarship, or work-study programs. | End of award year + 5 years. | |
| JC3750-02i | FINANCIAL AID DISBURSEMENT AND REPAYMENT RECORDS | Local grant, scholarship, or work-study programs. | End of award year + 3 years. | |
| JC3750-02j | FINANCIAL AID DISBURSEMENT AND REPAYMENT RECORDS | All other federal or state loan programs whose funds are administered by a district. | Date of final repayment or cancellation + 5 years. | |
| JC3750-02k | FINANCIAL AID DISBURSEMENT AND REPAYMENT RECORDS | Local loan programs. | Date of final repayment or cancellation + 3 years. | |
| JC3750-02l | FINANCIAL AID DISBURSEMENT AND REPAYMENT RECORDS | All other federal or state loan programs whose funds are administered by agencies other than a district. | End of the period for which the loan was intended + 5 years. | |
| JC3750-03 | TUITION EXEMPTION RECORDS | Applications for and supporting documentation evidencing the grant of tuition exemptions or remissions. | FE + 3 years. | |

PART 4: FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) RECORDS

| Record Number | Record Title | Record Description | Retention Period | Remarks |
|---------------|--|--|------------------|---------|
| JC3775-01 | ACCESS POLICIES | Written policies and procedures demonstrating how a district meets the requirements of the Family Educational Rights and Privacy Act of 1974, as amended, and federal rules adopted under the act. | US. | |
| JC3775-02 | ACCESS TO INFORMATION, RECORDS OF | Record of each request for access to and each disclosure of personally identifiable information from the educational records of a student. | | |
| JC3775-02a | ACCESS TO INFORMATION, RECORDS OF | Documentation of requests from and disclosures to the student, to an official of the district for what the district has determined are legitimate educational | 2 years. | |

| Record Number | Record Title | Record Description | Retention Period | Remarks |
|---------------|--|---|---|-------------------------------------|
| | | interests, to a party with written consent from the student, or to a party seeking directory information. | | |
| JC3775-02b | ACCESS TO INFORMATION, RECORDS OF | Documentation of requests from and disclosures to any party not included in (a). | PERMANENT. | By regulation - 34 CFR 99.32(a)(2). |
| JC3775-02c | ACCESS TO INFORMATION, RECORDS OF | Written consents from the student for information disclosure. | PERMANENT. | |
| JC3775-02d | ACCESS TO INFORMATION, RECORDS OF | Written refusals from the student to the disclosure of directory information. (1) If requests are valid as long as the student is enrolled. (2) If requests must be renewed each academic year or each academic term. | AV after termination of enrollment. US or AV after termination of enrollment, as applicable. | |
| JC3775-03 | ACCESS WAIVER RECORDS | Waivers of access by students to confidential letters and confidential statements of recommendation and revocations of such waivers. | For as long as the record to which access waiver documentation applies is maintained. | |
| JC3775-04 | PROTEST OF RECORD STATEMENTS | Statements by students commenting on contested information in a student record, or stating why he or she disagrees with a district's decision not to amend a record, or both. | For as long as the record containing the contested information is maintained. | By regulation - 34 CFR 99.21(c)(1). |
| JC3775-05 | RECORD AMENDMENT REQUESTS AND RELATED DOCUMENTATION | Requests from students to amend student records, notices by a district of denial or consent to amendments, requests for hearings on denied requests, hearing notices, and written decisions by hearing examiners. | 2 years. | |

PART 5: ACCREDITATION RECORDS

| Record Number | Record Title | Record Description | Retention Period | Remarks |
|---------------|------------------------------|--|------------------------------------|--|
| JC3800-01 | ACCREDITATION REPORTS | Final self-study evaluation reports and investigative and final accreditation reports from accrediting agencies relating to the accreditation status of a junior college. | PERMANENT. | |
| JC3800-02 | PLANNING RECORDS | Preliminary self-studies; planning documents used to establish goals and indicators; achievement reports; documentation evidencing community, staff, and student involvement in the establishment of performance objectives; and similar records created in districts to plan for and monitor progress | AV after subsequent accreditation. | Review before disposal; some records of this type may merit permanent retention for historical |

| Record Number | Record Title | Record Description | Retention Period | Remarks |
|---------------|--------------|---|------------------|----------|
| | | during interims between visits from accrediting agencies. | | reasons. |

PART 6: FINANCIAL RECORDS

Retention Note: This part supplements, and should be used by districts in conjunction with, Part 2 of Local Schedule GR.

| TSL No. | RECORD TITLE | Record Description | TOTAL RETENTION | REMARKS |
|------------|--|--|--|--|
| JC3825-01 | FEE ASSESSMENT AND COLLECTION RECORDS | Records evidencing the assessment and collection of tuition and fees charged to and collected from each student. | Termination of enrollment + 3 years, but see retention note. | By regulation - 38 CFR 21.4209(f). Retention Note: The U.S. Department of Veterans Affairs requires that records as described above must be retained for 3 years from the termination of enrollment for all students, whether veterans or not. If fee statements and collection receipts are used as source documentation for entry of data on an account card or report maintained for each student, the statements and receipts may be treated as accounts receivable records and subject to the retention period given for item number GR1025-27 in Local Schedule GR. If the statements and receipts are the only documentation of the assessment and collection of tuition and fees, they must be retained 3 years beyond termination of enrollment. If the enrollment period for a student is less than a year, fee assessment and collection records relating to the student must be retained for FE + 3 years, not termination of enrollment + 3 years. |
| JC3825-02 | FINANCIAL AID FUND ACCOUNTING RECORDS | Ledgers; journals; journal vouchers; banking records; applications and reports (including any non-fiscal performance evaluations or studies that may be required by terms of the program) submitted to federal, state, or other funding agencies; and similar records relating to the fiscal administration by a district of federal, state, or local grant, scholarship, loan, or work-study funds. | | Retention Note: For records involving the application by students for financial aid see item number JC3750-01; for disbursement and repayment records maintained on each recipient see item number JC3750-02. |
| JC3825-02a | FINANCIAL AID FUND ACCOUNTING RECORDS | Income Contingent Loan (ICL), Perkins Loan, Federal Work-Study (FWS), and Federal Supplemental Educational Opportunity Grant (FSEOG) Programs. | Submission of annual report for the award year + 5 years. | By regulation - 34 CFR 668.24, 674.19(e)(3)(i), 675.19(b)(1), and 676-19(b). |
| JC3825-02b | FINANCIAL AID FUND ACCOUNTING RECORDS | Pell Grants. | End of award year + 5 years. | By regulation - 34 CFR 690.82(a). |
| JC3825-02c | FINANCIAL AID FUND ACCOUNTING | Health profession and nursing student loan programs. | Submission of periodic report + 3 years. | By regulation - 45 CFR 74.53(b). Retention Note: See retention note (b) on |

| TSL No. | RECORD TITLE | Record Description | TOTAL RETENTION | REMARKS |
|------------|--|--|---|---|
| | RECORDS | | | page 15 of Local Schedule GR for an explanation of this 3-year retention standard used by most federal agencies, including the U.S. Department of Health and Human Services, which administers the health profession and nursing student loan programs. |
| JC3825-02d | FINANCIAL AID FUND ACCOUNTING RECORDS | All other federal or state grant, scholarship, loan, and work-study programs whose funds are administered by a district. | Submission of annual report for the award year + 5 years; or, if no report required, end of award year + 5 years. | |
| JC3825-02e | FINANCIAL AID FUND ACCOUNTING RECORDS | Local grant, scholarship, loan, and work-study programs. | FE + 3 years. | |

PART 7: PERSONNEL RECORDS

Retention Note: This part supplements, and should be used by districts in conjunction with, Part 3 of Local Schedule GR.

| Record Number | Record Title | Record Description | Retention Period | Remarks |
|---------------|--|--|--|-----------------------------------|
| JC3850-01 | ACADEMIC GRIEVANCE RECORDS | Records concerning the review of complaints and grievances of students against faculty members or district staff. | Closure of review of complaint + 2 years. | |
| JC3850-02 | FACULTY ACTIVITY AND ASSIGNMENT RECORDS | Reports and similar records documenting teaching, student advisory, committee, administrative, and committee assignments of faculty members. | 3 years. | |
| JC3850-03 | FACULTY DEVELOPMENT LEAVE RECORDS | Applications for faculty development leaves of absence, evaluations of and recommendations on leave requests, and associated records documenting a faculty development leave program. | Approval or denial of application + 3 years. | |
| JC3850-04 | FACULTY GRANT RECORDS | Records providing an accounting of grants received by faculty while on authorized development leave as provided by Section 51.105(b), Education Code, and similar records of grants received from any source by faculty in residence if the terms of the grant or district policy require that an accounting of faculty grants be submitted to the governing body or district administrative officers. | Receipt of grant + 3 years. | |
| JC3850-05 | SUBMINIMAL WAGE RECORDS | Full-time student and student-learner certificates and copies of applications or reports required under terms of the certificates relating to the employment by a district of students or student-learners at less than the minimum wage. | | |
| JC3850-05a | SUBMINIMAL WAGE RECORDS | Full-time students. | 3 years. | By regulation - 29 CFR 519.17(c). |

PART 8: GENERAL EDUCATION DEVELOPMENT (GED) TESTING RECORDS

Retention Notes: a) This part is for the use of junior colleges that, under contract, administer the General Education Development (GED) test.

b) Junior colleges under contract to administer the ACT, SAT, CLEP, AP, or similar national tests should retain records of testing according to the procedures and requirements established by the national testing services. The disposal of such records is exempt from the destruction notice requirement.

| Record Number | Record Title | Record Description | Retention Period | Remarks |
|---------------|---|--|--|--|
| JC3875-01 | ANSWER SHEETS | | 30 days after posting to test score reports. | |
| JC3875-02 | APPLICATIONS FOR TESTING AND RESULT DOCUMENTATION | Applications to take the GED test and applications for GED certificates. | FE + 3 years. | |
| JC3875-03 | TEST BOOKLET INVENTORY LOGS | Inventory logs or similar records of test booklets or other testing instruments over which control is necessary to the security and integrity of the test. | 2 years. | |
| *JC3875-04 | TEST SCORES | Record of each person taking the GED test and the score received. | | |
| *JC3875-04a | TEST SCORES | Records created after January 1, 2002. | 1 year after test administered. | Retention Note: As of January 1, 2002, all GED test scores are to be sent and kept on a centralized scoring database system at the University of Texas at Austin. The testing centers are no longer the record holder of GED test scores. |
| *JC3875-04b | TEST SCORES | Includes records created before January 1, 2002, which have not been entered into centralized scoring database at the University of Texas at Austin. | PERMANENT. | Retention Note: Do not confuse the test scores described here, which result from the administration of the GED test by a junior college, with GED test scores or copies of certificates that may be present among the admission and assessment records described in item number JC3700-01. Records created before January 1, 2002 may be turned over to the University of Texas at Austin to be entered into the centralized scoring database. After ensuring they have been successfully entered into system, a testing center has the option to destroy according to JC3875-04a. |

PART 9: MISCELLANEOUS RECORDS AND REPORTS

| Record Number | Record Title | Record Description | Retention Period | Remarks |
|---------------|--------------|-------------------------------|------------------|---|
| JC3900-01 | CURRICULUM | Reports, studies, and similar | 5 years. | Review before disposal; some records of |

| Record Number | Record Title | Record Description | Retention Period | Remarks |
|---------------|---|--|---|---|
| | DEVELOPMENT FILES | records documenting the development of new courses and programs. | | this type may merit permanent retention for historical reasons. |
| JC3900-02 | DISCIPLINARY RECORDS | Documentation relating to violations and alleged violations of campus rules, codes of conduct, or other institution policies by students, including records relating to suspension, expulsion, or other disciplinary action. | | |
| JC3900-02a | DISCIPLINARY RECORDS | Records relating to violations that result in expulsion. | 3 years. | |
| JC3900-02b | DISCIPLINARY RECORDS | Records relating to all other disciplinary action and those concerning investigations that do not result in disciplinary action. | AV from the end of the academic term to which the records relate. | Retention Note: This record group does not include records relating to academic probation, suspension, or other action arising from a student's academic performance. |
| JC3900-03 | ENROLLMENT CENSUS REPORTS | Attendance reports prepared by faculty on class census day and used as source documentation for enrollment reports submitted to the Texas Higher Education Coordinating Board. | FE + 3 years. | |
| JC3900-04 | PARKING DECAL AND PERMIT RECORDS | Applications for parking decals, permits, or parking lot security entry cards submitted by faculty, staff, and students, and related records of issuance. | | |
| JC3900-04a | PARKING DECAL AND PERMIT RECORDS | If parking is free and applications are used to determine eligibility and allocation of space and for control purposes only. | AV after termination of employment or enrollment or expiration of instrument. | |
| JC3900-04b | PARKING DECAL AND PERMIT RECORDS | If a fee is levied for parking. | The retention period in (a) or FE + 3 years, whichever later. | |
| JC3900-05 | RECRUITMENT RECORDS | Advertisement tearsheets, direct mail pieces, promotional literature, and similar material used to recruit students, including any training materials or manuals used to instruct recruitment representatives | One copy of each for 3 years. | Retention Note: Publications such as college catalogs, course schedules, descriptive brochures or viewbooks, posters, and videotapes serve a direct or indirect promotional or recruitment function. One copy of each must be retained permanently because these publications are subject to the records |

| Record Number | Record Title | Record Description | Retention Period | Remarks |
|---------------|--------------------------------|--|------------------|---|
| | | of a junior college. | | descriptions and retention periods under item numbers GR1000-37 (Photographs, Recordings, and Other Non-Textual Media) and GR1000-39 (Publications) in Local Schedule GR. |
| JC3900-06 | ROOM SCHEDULING RECORDS | | AV. | |
| JC3900-07 | STATISTICAL REPORTS | Annual statistical reports of enrollment, grades, graduates, racial/ethnic composition, student-instructor ratios, and other education-related matters submitted to the governing body, state or federal agencies, or accrediting organizations. | PERMANENT. | |

PART 10: LIBRARY AND MUSEUM RECORDS

| Record Number | Record Title | Record Description | Retention Period | Remarks |
|---------------|--------------------------------------|---|------------------|--|
| *JC3925-01 | ACCESSION/DEACCESSION RECORDS | Records used to update library catalogs or inventory records of the accession through purchase or gift or the deaccession through loss or withdrawal of library and museum materials. | AV. | Retention Note: This record series does not include the record copy of purchase requisitions or orders or accounts payable documentation. See item numbers GR1025-26 and GR1075-03. |
| *JC3925-02 | BORROWER REGISTRATION RECORDS | Records documenting the registration of borrowers. | AV. | |
| *JC3925-03 | CIRCULATION RECORDS | Records documenting the circulation of library materials to individual borrowers. | AV. | |
| *JC3925-04 | INTERLIBRARY LOAN RECORDS | Records relating to the lending and borrowing of library materials through interlibrary loan. | AV. | Retention Note: It is an exception to the retention period for this item that if interlibrary loan services are funded by indirect grants from the U.S. Department of Education, the record copy of documents evidencing interlibrary loan activity must be retained for FE + 7 years. See introductory retention note concerning grant records in Part 2 of Local Schedule GR. |
| *JC3925-05 | INVENTORY RECORDS | Shelf lists or equivalent records showing current library and museum holdings. | US. | |

| Record Number | Record Title | Record Description | Retention Period | Remarks |
|---------------|------------------|--------------------|------------------|---------|
| *JC3925-06 | LIBRARY CATALOGS | | US. | |

PART 11: CAMPUS SECURITY RECORDS

Retention Note: This part supplements, and should be used in conjunction with, Local Schedule PS.

| Record Number | Record Title | Record Description | Retention Period | Remarks |
|---------------|---|--|------------------|--|
| *JC3950-01 | CAMPUS CRIME STATISTICS | Records created pursuant to The Clery Act (20 USC, Section 1092(f) and 34 CFR, Section 668.46. | | |
| *JC3950-01a | ANNUAL SECURITY REPORT | | PERMANENT. | |
| *JC3950-01d | CRIME STATISTICS | Statistics on criminal homicide; sex offenses; robbery; aggravated assault; burglary; motor vehicle theft; arson; and arrests for liquor law violations, drug law violations and illegal weapons possession. | 3 years. | Retention Note: Includes crimes occurring on campus, in or on noncampus buildings or property, and on public property as defined by 34 CFR, Section 668.46(a). |
| *JC3950-01b | CRIME LOG | A written, easily understood crime log that records the nature, date, time, general location, and disposition of the complaint (if known) of crimes investigated by campus police. | 7 years. | Retention Note: Includes crimes occurring on campus, on a noncampus building or property, on public property as defined by 34 CFR, Section 668.46(a), or within the patrol jurisdiction of campus police. |
| *JC3950-01c | EMERGENCY RESPONSE AND EVACUATION PROCEDURES | Policies developed to provide warning to students and employees of crimes representing a threat to safety. | US+ 5 years. | |
| *JC3950-02 | CAMPUS FIRE STATISTICS | Records created pursuant to 34 CFR, Section 668.49. | | |
| *JC3950-02a | ANNUAL FIRE SAFETY REPORT | | PERMANENT. | |
| *JC3950-02b | FIRE STATISTICS | Statistics on the number of fires, the number of persons who received fire-related injuries, the number of deaths related to fire, and the property damage caused by fire for each on-campus student housing facility. | 3 years. | |
| *JC3950-02c | FIRE LOG | A written, easily understood fire log that records the nature, date, time and general location of fires | 7 years. | |

| Record Number | Record Title | Record Description | Retention Period | Remarks |
|---------------|--------------|--|------------------|---------|
| | | occurring in on-campus student housing facilities. | | |

Comments or complaints regarding the programs and services of the Texas State Library and Archives Commission can be addressed to the Director and Librarian, PO Box 12927, Austin, TX 78711-2927.
512-463-5460 or 512-463-5436 Fax

Copies of this publication are available in alternative format upon request.

Page last modified: April 30, 2013