

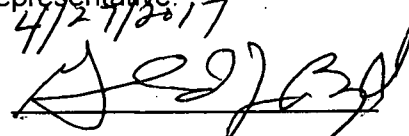
**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE**

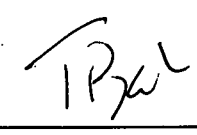
Schedule No. 2463  
Page 1 of 1

**Agency**  
Frederick Community College

**Division/Unit**  
Institutional Effectiveness/  
Office of Planning, Assessment, and Institutional Research (OPAIR)

	Description	Retention
1	Office of Planning, Assessment, and Institutional Research records: <ul style="list-style-type: none"> <li>• <u>General Correspondence &amp; Office Files</u></li> </ul>	Retain for 5 years, then screen annually and transfer to the Maryland State Archives for permanent retention any materials having any administrative, legal, or historical value that serves to document the origin, development, functions, and accomplishments of Frederick Community College. Destroy any remaining material.
2	<ul style="list-style-type: none"> <li>• <u>Federal Government Mandated Reports Integrated Postsecondary Education Data System (IPEDS)</u></li> <li>• <u>Maryland Higher Education (MHEC) Mandated Reports</u></li> <li>• <u>Maryland State Department of Education (MSDE)</u></li> <li>• <u>Middle States Commission on Higher Education (MSCHE)</u></li> <li>• <u>Clearinghouse</u></li> <li>• <u>Gainful Employment</u></li> </ul>	Retain for 5 years, then destroy
3	<ul style="list-style-type: none"> <li>• <u>Student Profile Report and Internal Statistical Report</u></li> </ul>	Retain for 20 years, then destroy

Schedule Approved by Department, Agency, or Division Representative.  
Date : ~~3/8/17~~ 4/27/2017  
Signature   
Typed Name Gerald Boyd  
Title Special Assistant to the President for Institutional Effectiveness Planning

Schedule Authorized by State Archivist  
Date 9.14.17  
Signature 

<b>INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02</b>	<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930</b>	<b>ELECTRONIC RECORDS INVENTORY</b>
		Page ___1___ of ___10___

<b>1 DEPARTMENT/AGENCY</b> Frederick Community College	<b>2 DIVISION</b> Institutional Effectiveness	<b>3 UNIT</b> Office of Planning, Assessment, and Institutional Research
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**DEFINITION – Record Series - as retention**      A group of related records stored electronically and used as a unit for reference as well and disposition purposes

<b>4 ELECTRONIC RECORD SERIES TITLE</b> Office of Planning, Assessment, and Institutional Research	<b>5 EARLIEST YEAR/LATEST YEAR</b> 2004 TO PRESENT
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<b>6 INPUT - Identify source of information to be entered</b> Created different file formats such as Word or Excel in network drive	<b>7 OUTPUT - Identify the use/s of information generated by system</b>  The staff of Office of Planning, Assessment, and Institutional Research
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**8 ELECTRONIC RECORD SERIES DESCRIPTION -** Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.

General Correspondence & Office Files

- 1 Instructions and documenting how different reports were created based on specific guidelines.
- 2 Reports prepared based on data analysis.
- 3 Data requests from different departments.

**9 POLICY ON ACCESS AND USE –** Explain or attach copy if established in writing.

These sources are only available to the staff of Office of Planning, Assessment, and Institutional Research, password protected, and accessible from the network drive.

**10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM**

- 1 The instructions are updated when the unit receives new guidelines either from external agencies or the internal stakeholders request changes to the definitions or procedures.
- 2 The cycles mostly dependent to different semesters when the enrollment files are updated.

**11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE.** Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle.

I:\OAPR\

**12 RECOMMENDED RETENTION**  
Retain for 5 years, then screen annually and transfer to the Maryland State Archives for permanent retention any materials having any administrative, legal, or historical value that serves to document the origin, development, functions, and accomplishments of Frederick Community College. Destroy any remaining material..

<b>13 TYPED OR PRINTED NAME OF PREPARER</b> Gohar Farahani	<b>14 TELEPHONE NUMBER</b> 301-846-2451	<b>15 DATE</b> 3/6/2017
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**16 TITLE OF PREPARER**  
Executive Director, Planning and Institutional Effectiveness

<b>INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02</b>	<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930</b>	<b>ELECTRONIC RECORDS INVENTORY</b>  Page <u>  2  </u> of <u>  10  </u>
<b>3 DEPARTMENT/AGENCY</b> Frederick Community College	<b>4 DIVISION</b> Institutional Effectiveness	<b>3 UNIT</b> Office of Planning, Assessment, and Institutional Research

**DEFINITION – Record Series - as retention**                      A group of related records stored electronically and used as a unit for reference as well as disposition purposes

<b>4 ELECTRONIC RECORD SERIES TITLE</b> Office of Planning, Assessment, and Institutional Research	<b>5 EARLIEST YEAR/LATEST YEAR</b> 2005 TO 2017
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<b>6 INPUT - Identify source of information to be entered IPEDS files</b> Files created based on specific guidelines from National Center for Education Statistics using PeopleSoft, downloaded to EXCEL, and uploaded to IPEDS secure website. A copy of each file is saved on the network drive and are only accessible to the staff of the OPAIR.	<b>7 OUTPUT - Identify the use/s of information generated by system</b>  The files are saved as PDF after submission to the Department of Education. The staff of Office of Planning, Assessment, and Institutional Research has access to the files.
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**8 ELECTRONIC RECORD SERIES DESCRIPTION -** Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.  
Annually the College is required to submit the following data as part of the Integrated Postsecondary Education Data System (IPEDS).

**Federal Government Mandated Reports Integrated Postsecondary Education Data System(IPEDS)**

- 1 IPEDS 12-month-Enrollment-Data: The 12-Month Enrollment component collects unduplicated student enrollment counts and instructional activity data for an entire 12-month period. Using the instructional activity data reported, a full-time equivalent (FTE) student enrollment is estimated. NCES uses the FTE enrollment to produce indicators such as expenses by function per FTE as reported in the IPEDS Data Feedback Report.
- 2 IPEDS Academic Libraries-Data: The purpose of the AL component of IPEDS is to collect information on library collections, library expenses, and library services for libraries in degree-granting postsecondary institutions.
- 3 IPEDS Completion Data: The Completions component is one of several IPEDS components that is conducted during the Fall data collection period. It collects the number of degrees and certificates awarded by field of study, level of award, race/ethnicity, and gender.
- 4 IPEDS EF-Worksheet-Data: This worksheet is designed to help you determine your institution's student-to-faculty ratio.
- 5 IPEDS Fall Enrollment: The Fall Enrollment component collects student enrollment counts by level of student, enrollment status, gender and race/ethnicity. In addition, first-time student retention rates and the student-to-faculty ratio are collected.
- 6 IPEDS Finance Data: The purpose of the IPEDS Finance component is to collect basic financial information from items associated with the institution's General Purpose Financial Statements.
- 7 IPEDS Graduation Rates 200: The GR200 component is a further extension of the traditional Graduation Rates (GR) component which carries forward 100% and 150% graduation rates data previously reported in the GR component and requests information on any additional completers and exclusions from the cohort between 151% and 200% of normal time for students to complete all requirements of their program of study.
- 8 IPEDS Graduation Rates: The Graduate Rate component collects data on the cohort of full-time, first-time, degree/certificate-seeking undergraduate students and tracks their completion status at 150% of the normal time to complete all requirements of their program of study.
- 9 IPEDS Human Resources: The HR component collects important information about your institution's staff.
- 10 IPEDS Institutional Characteristics: This component collects important information about the institution's mission, student services, and student charges.
- 11 IPEDS Outcome Measures Data: The Outcome Measures component collects award and enrollment data from degree-granting institutions on four undergraduate cohorts at two points in time: six-year and eight-year.

- 12 IPEDS Student Financial Aid Data: The purpose of the SFA component is to collect information about financial aid provided to various groups of undergraduate students and military/veteran educational benefits for all students at your institution.
- 13 Students Right-to-Know: The Institutional Disclosure Requirements is mandated by the Department of Education to be reported to the consumers. The report contains Student Body Diversity, Retention Rate, Completion/Graduation and Transfer-out Rates (Including Disaggregated Completion/Graduation Rates), Completion/Graduation and Transfer-out Rates for Students Receiving Athletically Related Student Aid (Including Disaggregated Completion/Graduation Rates), Placement in Employment, Job Placement Rates.
- 14 Gainful Employment: In order to be eligible for funding under the Higher Education Act Title IV student assistance programs, an educational program must lead to a degree at a non-profit or public institution or it must prepare students for "gainful employment in a recognized occupation."

9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing.

The files are submitted using a secure web portal of National Center for Education Statistics. These saved files are only available to the staff of Office of Planning, Assessment, and Institutional Research, password protected, and accessible from the network drive.

10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM

All the data are submitted based on strict and clear instructions received from the National Center for Education Statistics.

11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle.

I:\OAPR\IPEDS

All the files are stored in a network drive and only available to the staff of Office of Planning, Assessment, and Institutional Research.

12 RECOMMENDED RETENTION

Retain for 5 years, then destroy

13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER	15 DATE
Gohar Farahani	301-846-2451	3/6/2017

16 TITLE OF PREPARER Executive Director, Planning and Institutional Effectiveness	
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<b>INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02</b>	<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930</b>	<b>ELECTRONIC RECORDS INVENTORY</b>  Page ___4___ of ___10___
5 DEPARTMENT/AGENCY Frederick Community College	6 DIVISION Institutional Effectiveness	3 UNIT Office of Planning, Assessment, and Institutional Research

**DEFINITION – Record Series - as retention**      A group of related records stored electronically and used as a unit for reference as well and disposition purposes

4 ELECTRONIC RECORD SERIES TITLE Office of Planning, Assessment, and Institutional Research	5 EARLIEST YEAR/LATEST YEAR 2002 TO Current
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6 INPUT - Identify source of information to be entered Created different file formats such as Word or Excel in network drive Files created based on specific guidelines from MHEC using PeopleSoft, downloaded to EXCEL, and uploaded to MHEC secure website. A copy of each file is saved on the network drive and are only accessible to the staff of the OPAIR.	7 OUTPUT - Identify the use/s of information generated by system  The staff of Office of Planning, Assessment, and Institutional Research
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8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system  Maryland Higher Education (MHEC) Mandated Reports <ol style="list-style-type: none"> <li>1 English as a Second Language Report, saved as Excel document and password protected as per MHEC guidelines for submission.</li> <li>2 Enrollment and Financial Reports for Continuing Education and Workforce Development - CC-3 Reports</li> <li>3 Enrollment and Financial Reports for Credit Courses - CC-2</li> <li>4 Total Unduplicated Non-Credit Headcount Enrollment - CC-6 Reports</li> <li>5 Course Information System – CIS</li> <li>6 Degree Information System - DIS</li> <li>7 External Credit Systems Reports - ECS</li> <li>8 Employee Data System – EDS</li> <li>9 Enrollment Information System – EIS</li> <li>10 End of Term Report – ETOS</li> <li>11 Performance Accountability Report</li> <li>12 Student Registration System</li> <li>13 Workforce Innovation and Opportunity Act – WIOA</li> <li>14 Credit Hours and Eligible Continuing Education – S6</li> <li>15 Unique Student Identifier Student – USIS</li> <li>16 Opening Fall Enrollment – S7</li> </ol>
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9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing.  
  
These sources are only available to the staff of Office of Planning, Assessment, and Institutional Research, password protected, and accessible from the network drive.

10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM <ol style="list-style-type: none"> <li>1 The cycles will be updated when the unit receives new guidelines from Maryland Higher Commission.</li> </ol>
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11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle.

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These sources are only available to the staff of the Office of Planning, Assessment, and Institutional Research, password protected, and accessible from the network drive.

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12 RECOMMENDED RETENTION  
Retain for 5 years, then destroy

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13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER	15 DATE
Gohar Farahani	301-846-2451	3/6/2017

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16 TITLE OF PREPARER
Executive Director, Planning and Institutional Effectiveness

DGS 550-6 (rev. 10/12)

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<b>INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02</b>	<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930</b>	<b>ELECTRONIC RECORDS INVENTORY</b>  Page ___6___ of ___10___
<b>7 DEPARTMENT/AGENCY</b> Frederick Community College	<b>8 DIVISION</b> Institutional Effectiveness	<b>3 UNIT</b> Office of Planning, Assessment, and Institutional Research

**DEFINITION – Record Series - as retention**                      A group of related records stored electronically and used as a unit for reference as well and disposition purposes

<b>4 ELECTRONIC RECORD SERIES TITLE</b> Office of Planning, Assessment, and Institutional Research	<b>5 EARLIEST YEAR/LATEST YEAR</b> 2007 TO Current
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<b>6 INPUT - Identify source of information to be entered</b> Created different file formats such as Word or Excel in network drive Files created based on specific guidelines from the Maryland Department of Education (MSDE) using PeopleSoft, downloaded to EXCEL, and uploaded to MSDE secure website. A copy of each file is saved on the network drive and are only accessible to the staff of the OPAIR.	<b>7 OUTPUT - Identify the use/s of information generated by system</b>  The staff of Office of Planning, Assessment, and Institutional Research
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**8 ELECTRONIC RECORD SERIES DESCRIPTION -** Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.

Maryland State Department of Education (MSDE)  
The report is designed by the MSDE to obtain data related to the enrollment and outcome of students who receive Perkins funds. Technical Skill Attainment,

**9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing.**

These sources are only available to the staff of Office of Planning, Assessment, and Institutional Research, password protected, and accessible from the network drive.

**10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM**

The cycles will be updated when the unit receives new guidelines from the MSDE.

**11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE.** Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle.

I:\OAPR\PERKINS  
These sources are only available to the staff of the Office of Planning, Assessment, and Institutional Research, password protected, and accessible from the network drive.

**12 RECOMMENDED RETENTION**  
Retain for 5 years, then destroy

<b>13 TYPED OR PRINTED NAME OF PREPARER</b> Gohar Farahani	<b>14 TELEPHONE NUMBER</b> 301-846-2451	<b>15 DATE</b> 3/6/2017
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**16 TITLE OF PREPARER**  
Executive Director, Planning and Institutional Effectiveness

<b>INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02</b>	<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930</b>	<b>ELECTRONIC RECORDS INVENTORY</b>
		Page <u>  7  </u> of <u>  10  </u>
<b>1 DEPARTMENT/AGENCY</b> Frederick Community College	<b>2 DIVISION</b> Institutional Effectiveness	<b>3 UNIT</b> Office of Planning, Assessment, and Institutional Research

**DEFINITION – Record Series - as retention**                      A group of related records stored electronically and used as a unit for reference as well as disposition purposes

<b>4 ELECTRONIC RECORD SERIES TITLE</b> Office of Planning, Assessment, and Institutional Research	<b>5 EARLIEST YEAR/LATEST YEAR</b> 2002 TO Current
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<b>6 INPUT - Identify source of information to be entered</b> Created different file formats such as Word or Excel in network drive Files created based on specific guidelines from the Middle States Commission on Higher Education (MSCHE) for the Institutional Profile submission annually. The data mostly are reported based on IPEDS requirements. The report is uploaded to the MSCHE secure website. A copy of the file is saved on the network drive and are only accessible to the staff of the OPAIR.	<b>7 OUTPUT - Identify the use/s of information generated by system</b>  The staff of Office of Planning, Assessment, and Institutional Research
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**8 ELECTRONIC RECORD SERIES DESCRIPTION -** Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.

Middle States Commission on Higher Education (MSCHE)

MSCHE accredited and candidate institutions are required to submit specified data elements to the Commission on an annual basis. The report is designed by the MSCHE to obtain data related to the enrollment and outcome of student achievement, course offering at different locations, and the financial information.

**9 POLICY ON ACCESS AND USE –** Explain or attach copy if established in writing.

These sources are only available to the staff of Office of Planning, Assessment, and Institutional Research, password protected, and accessible from the network drive.

**10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM**

The cycles will be updated when the unit receives new guidelines from the MSDE.

**11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE.** Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle.

**I:\OAPR\INSTITUTIONAL PROFILE**

These sources are only available to the staff of the Office of Planning, Assessment, and Institutional Research, password protected, and accessible from the network drive.

**12 RECOMMENDED RETENTION**  
Retain for 5 years, then destroy

<b>13 TYPED OR PRINTED NAME OF PREPARER</b> Gohar Farahani	<b>14 TELEPHONE NUMBER</b> 301-846-2451	<b>15 DATE</b> 3/6/2017
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**16 TITLE OF PREPARER**  
Executive Director, Planning and Institutional Effectiveness



<b>INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02</b>	<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930</b>	<b>ELECTRONIC RECORDS INVENTORY</b>
		Page ___8___ of ___10___
<b>1 DEPARTMENT/AGENCY</b> Frederick Community College	<b>2 DIVISION</b> Institutional Effectiveness	<b>3 UNIT</b> Office of Planning, Assessment and Institutional Research

**DEFINITION – Record Series - as retention**      A group of related records stored electronically and used as a unit for reference as well and disposition purposes

<b>4 ELECTRONIC RECORD SERIES TITLE</b>  Office of Planning, Assessment, and Institutional Research	<b>5 EARLIEST YEAR/LATEST YEAR</b>  2013 TO CURRENT
<b>6 INPUT - Identify source of information to be entered</b>  Reports downloaded for PeopleSoft Campus Solutions and Outlook items.	<b>7 OUTPUT - Identify the use/s of information generated by system</b>  Referenced by OPAIR staff and the Registrar's office, as needed.

**8 ELECTRONIC RECORD SERIES DESCRIPTION -** Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.  
Clearinghouse

The data collected from the College by the National Student Clearinghouse is used to provide status on student financial aid recipients to the Department of Education's National Student Loan Data System (NSLDS) on behalf of the College.

1. Degree Verify – Includes files organized by fiscal year containing confidential PeopleSoft Campus Solutions reports (PDF and Excel files) detailing degree conferrals transmitted to the National Student Clearinghouse. Enrollment Transmissions - Includes files organized by calendar year containing confidential PeopleSoft Campus Solutions Reports (PDF and Excel files) detailing term enrollment data transmitted to the National Student Clearinghouse and a file containing related instructions for OPAIR staff. Retain for 5 years, then destroy
2. Enrollment Updates – Includes PDF files of enrollment update confirmations sent to the College via email from the National Student Clearinghouse. Retain for 5 years, then destroy
3. Instructions – Contains departmentally created Word documents detailing submission procedures. Retain for five years.
4. NSLDS SCCR Error Corrections – Contains Excel spreadsheets detailing errors to student records to be amended and PDF confirmations of error corrections made. Retain for 5 years, then destroy
5. Registrar's Office – Contains data transmitted to the College from National Student Clearinghouse requiring student record updates. Retained until final disposition of action.
6. Student Tracker – Contains PDF files instructions for formatting and submission of files to be sent to National Student Clearinghouse. Retained until agency updates transmission guidelines.

**9 POLICY ON ACCESS AND USE –** Explain or attach copy if established in writing.  
All information is confidential and may only be accessed by OPAIR staff or by the Registrar.

**10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM**  
Records are added to this series on an ongoing basis. Files no longer in use are deleted or archived electronically for historical reference.

**11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE.** Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle.  
I: > OAPR > CLEARINGHOUSE

**12 RECOMMENDED RETENTION**  
Retain for 5 years, then destroy

<b>13 TYPED OR PRINTED NAME OF PREPARER</b> Andrea Matthews	<b>14 TELEPHONE NUMBER</b> 301-846-2665	<b>15 DATE</b> 03/08/2017
<b>16 TITLE OF PREPARER</b> Research Analyst		

<b>INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02</b>	<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930</b>	<b>ELECTRONIC RECORDS INVENTORY</b>
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<b>1 DEPARTMENT/AGENCY</b> Frederick Community College	<b>2 DIVISION</b> Institutional Effectiveness	<b>3 UNIT</b> Office of Planning, Assessment and Institutional Research
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**DEFINITION – Record Series - as retention**      A group of related records stored electronically and used as a unit for reference as well and disposition purposes

<b>4 ELECTRONIC RECORD SERIES TITLE</b> Office of Planning, Assessment, and Institutional Research	<b>5 EARLIEST YEAR/LATEST YEAR</b> 2006 TO CURRENT
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<b>6 INPUT - Identify source of information to be entered</b> Reports downloaded for PeopleSoft Campus Solutions and Outlook items.	<b>7 OUTPUT - Identify the use/s of information generated by system</b> Referenced by OPAIR staff and the Registrar's office, as needed.
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**8 ELECTRONIC RECORD SERIES DESCRIPTION -** Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.

Gainful Employment

The data collected from the College for funding under the Higher Education Act Title IV student assistance programs, an educational program must lead to a degree or it must prepare students for "gainful employment in a recognized occupation. The following are required to be reported:

1. Institution Data
2. Gainful Employment (GE) Program Information
3. Student Data
4. Financial Data for Students

**9 POLICY ON ACCESS AND USE –** Explain or attach copy if established in writing.

All information is confidential and may only be accessed by OPAIR staff or by the Registrar.

**10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM**

Required data are obtained from PeopleSoft Campus Solution and reported using a secure web portal to the National Student Load Data System for Students (NSLDS).

**11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE.** Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle.

I: > OAPR > Gainful Employment

**12 RECOMMENDED RETENTION**  
Retain for 5 years, then destroy

<b>13 TYPED OR PRINTED NAME OF PREPARER</b> Gohar Farahani	<b>14 TELEPHONE NUMBER</b> 301-846-2445	<b>15 DATE</b> 03/08/2017
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**16 TITLE OF PREPARER**  
Executive Director, Planning and Institutional Effectiveness

<b>INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02</b>	<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930</b>	<b>ELECTRONIC RECORDS INVENTORY</b>
		Page ____ 10 ____ of ____ 10 ____

<b>1 DEPARTMENT/AGENCY</b>  Frederick Community College	<b>2 DIVISION</b>  Institutional Effectiveness	<b>3 UNIT</b>  Office of Planning, Assessment and Institutional Research
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**DEFINITION – Record Series -** A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes

<b>4 ELECTRONIC RECORD SERIES TITLE</b>  Office of Planning, Assessment, and Institutional Research	<b>5 EARLIEST YEAR/LATEST YEAR</b>  1996 TO CURRENT
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<b>6 INPUT - Identify source of information to be entered</b>  Reports downloaded for PeopleSoft Campus Solutions	<b>7 OUTPUT - Identify the use/s of information generated by system</b>  Campus Community
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**8 ELECTRONIC RECORD SERIES DESCRIPTION -** Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.  
Student Profile Report and Internal Statistical Report

This is an internal report that it is produced every semester to inform the campus community about demographics of credit students. The report is organized in a spreadsheet since 1996 and only the past five years of data is visible when reporting.

**9 POLICY ON ACCESS AND USE –** Explain or attach copy if established in writing.  
  
The source is data is only available to the Office of Planning, Assessment and Institutional Research staff. The report is available on the College's public website.

**10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM**  
  
The data are obtained from PeopleSoft Campus Solution and SPSS is used to generate report. The data is entered in Excel for members of the campus community.

**11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE.** Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle.  
  
I: > OAPR > Profile

**12 RECOMMENDED RETENTION**  
Retain for 20 years, then destroy

<b>13 TYPED OR PRINTED NAME OF PREPARER</b> Gohar Farahani	<b>14 TELEPHONE NUMBER</b> 301-846-2445	<b>15 DATE</b> 03/08/2017
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**16 TITLE OF PREPARER**  
Executive Director, Planning and Institutional Effectiveness