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REV. 7/86

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

SCHEDULE  
NO. C-660

PAGE  
NO. 1 of 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

MONTGOMERY COMMUNITY COLLEGE		COLLEGE ARCHIVES
AGENCY		DIVISION
Item No.	Description	Retention
	Attached Montgomery Community College COMPREHENSIVE RECORDS SCHEDULE (Containing 61 pages) Supersedes Schedule C-557, dated May 1, 1986, and all amendments thereto.	As per attached schedules enclosed.

Schedule Approved by Department,  
Agency, or Division Representative

4-13-1990  
Date

*Daniel Alford*  
Signature

Asst. Dir.,  
Educ. Sup.  
SVC.  
Title

DANIEL ALFORD

Schedule Authorized by

7/16/90  
Date

*Frank [unclear]*  
State Archivist

MONTGOMERY COMMUNITY COLLEGE

COMPREHENSIVE RECORDS SCHEDULE

SCHEDULE NO. C-660

Approved *Daniel Alford* 4-13-90  
Date  
Daniel A. Alford  
Assistant Director  
Educational Support Services  
Montgomery Community College

Approved *William E. Taylor* 4/19/90  
Date  
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Approved *Edward Seligson* 7/14/90  
Date  
State Archivist

The above signatures constitute legal approval of the Record Retention Schedules contained in this Manual.

## COMPREHENSIVE RECORDS SCHEDULE

### INTRODUCTION

The purpose of the Comprehensive Records Schedule is to bring under effective administrative control the current and noncurrent records maintained within the administrative offices of Montgomery College. The major objectives of the schedule are to ensure the proper retention of records of legal, administrative, and historical value and to provide for the systematic disposal of all other records as soon as they have fulfilled their usefulness.

The schedule is divided into individual office schedules in a manner consistent with the general format used in the College Operating Budget. Each office schedule identifies and briefly describes all major record series located within the office and establishes a timetable governing the disposition of the records in office areas and, where applicable, in the College Archives. The term "retention" beneath the series description denotes the total minimum life span for the series. The "office" and "archives" categories indicate the minimum period of time that the series is to be retained in these areas. Further recommendations designed to facilitate the collection of important records are also indicated. "Offices of record," for example, are responsible for maintaining complete and accurate files of important, widely-dispersed documents until such time as they are deposited in the Archives.

The Assistant Director of Educational Support Services, Rockville Campus, is responsible for ensuring that the provisions of the schedule are properly observed and implemented. The schedule will be reviewed periodically in order to incorporate new record series under its provisions and to ensure that retention and disposal rates meet the needs of the College by the Archives Coordinator. The transfer of records from office areas to the Archives will normally be initiated by the Archives Coordinator. Offices depositing records in the Archives in accordance with the provisions of the schedule will receive a signed receipt for such deposits. The Archives Coordinator will not destroy office records covered by this schedule without the concurrence of the appropriate administrator. Additional procedures governing records collection, access to archival records, and research activities in the College Archives are included in the Montgomery College Policies and Procedures Manual.

COMPREHENSIVE RECORDS SCHEDULE

TABLE OF CONTENTS

	<u>Page</u>
Introduction . . . . .	i
Table of Contents . . . . .	ii
College Archives - Procedures . . . . .	iv

Schedule

<u>Number</u>	<u>Central Administration</u>	
1.	Board of Trustees . . . . .	1
2.	President . . . . .	2
3.	Chief Administrative Officer. . . . .	4
4.	Assistant to the Chief Administrative Officer . . . . .	5
5.	Affirmative Action. . . . .	6
6.	Budget and Audits . . . . .	7
7.	College Relations . . . . .	8
8.	Computing Services. . . . .	9
9.	Development and Grants. . . . .	10
10.	Facilities. . . . .	11
11.	Facilities, Planning Construction and Management. . . . .	12
12.	Facilities, Operations and Maintenance. . . . .	13
13.	Facilities, Safety and Security . . . . .	15
14.	Finance . . . . .	16
15.	General Counsel . . . . .	25
16.	Human Resources . . . . .	26

Schedule

<u>Number</u>	<u>Central Administration</u>	
17.	Montgomery (County) Employment/Training . . . . .	31
18.	Planning and Institutional Research . . . . .	32
19.	Procurement . . . . .	34
20.	Admissions, Records and Registration. . . . .	36
21.	Continuing Education. . . . .	40
22.	Student Financial Aid . . . . .	44
23.	Educational Support Services. . . . .	45
24.	Auxiliary Services. . . . .	46
 <u>Takoma Park Campus</u> 		
25.	Provost . . . . .	47
26.	Instructional Deans . . . . .	48
27.	Assistant Director of Educational Support Services. . . . .	50
28.	Student Development . . . . .	51
 <u>Rockville Campus</u> 		
29.	Provost . . . . .	52
30.	Instructional Deans . . . . .	53
31.	Assistant Director of Educational Support Services. . . . .	55
32.	Student Development . . . . .	56
 <u>Germantown Campus</u> 		
33.	Provost . . . . .	58
34.	Instructional Deans . . . . .	59
35.	Assistant Director of Educational Support Services. . . . .	60
36.	Student Development . . . . .	61

Chapter: Fiscal and Administrative Affairs

Modification No. 001

Subject: College Archives

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### I. Goals of the Archival Program

The primary goals of the archival program are to develop and implement systematic procedures for the proper retention, retirement, and retrieval of records currently being created at the College; to assure the economical retention of records of long-term administrative and historical value; and to effect the disposal of all other records as soon as they have fulfilled their usefulness. The program further seeks to:

- A. Conserve scarce space by preventing the uncontrolled accumulation of inactive records and selectively microfilming vital College records, and
- B. Provide a central reference source for valuable administrative and historical information contained in noncurrent records.

### II. Procedures

#### A. Records Collection

1. Materials to be deposited in the College Archives are normally determined by the provisions of the Comprehensive Records Schedule for Montgomery Community College.
2. Records not covered by the Comprehensive Records Schedule may be added to the archival collections at the discretion of the Director of Employee Relations. Records in this category might include but are not limited to: Personal papers and memorabilia of current or former faculty, staff, or students; public documents relating to the development of educational policy within the State of Maryland and Montgomery County; other selected records of unique historical value to the College as determined by the Director of Employee Relations.

#### B. Access to Records Located in the College Archives

1. Access to records deposited in the Archives by College operating units shall normally be restricted to the originating office or to other persons designated by the originating office, except that such restrictions or designations shall not conflict with applicable laws or regulations of the various levels of government, established policies of the Board of Trustees, or approved College procedures governing access to confidential records.
2. Individuals depositing in the Archives personal papers related to College matters may specify reasonable restrictions on access to such papers. However, all such restrictions must be in writing and agreed to by the individual and the Director of Employee Relations.
3. Many of the records located in the College Archives are normally available to members of the College community and to the public without restriction. Such

MONTGOMERY COMMUNITY COLLEGE  
RECORDS RETENTION SCHEDULE NUMBER 1

Page 1 of 1

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CAMPUS: CENTRAL ADMINISTRATION

OFFICE: BOARD OF TRUSTEES

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Item No.	Description and Retention
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1. BOARD OF TRUSTEES OFFICIAL RECORDS, 1969 -

Official files of the Montgomery College Board of Trustees, including approved minutes of Board meetings and packets (reference file) containing agendas and background material for Board consideration during regular monthly, special, and budget review sessions.

RETENTION: Permanent

Office: (a) Retain Board minutes five years; office of record  
(b) Retain Board packets three years; office of record

Archives: Permanent

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2. BOARD OF TRUSTEES TOPICAL FILE, 1969 -

Confidential memoranda, with attachments, that the President forwards to the Board, and correspondence memoranda, and miscellaneous subject files relating to follow-up action taken to conform to Board actions and directives.

RETENTION: Three years

OFFICE: May be destroyed after three years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.

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MONTGOMERY COMMUNITY COLLEGE

Page 2 of 2

RECORDS RETENTION SCHEDULE NUMBER 2

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CAMPUS: CENTRAL ADMINISTRATION      OFFICE: PRESIDENT

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Item No.	Description and Retention
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5. COMMITTEE ON COLLEGE INVESTMENTS AND BANK SELECTION, 1972 -  
Minutes of the proceedings of the committee and related records.  
Maintained by the Assistant to the President.

RETENTION: Permanent  
Office: Two years, office of record  
Archives: Permanent

---

6. INSTITUTIONAL INSURANCE RECORDS, 1967 -  
Policies, certificates of liability, correspondence, memoranda, renewal materials, some claims records, and miscellaneous materials relating to the administration and renewal of institutional insurance policies.

RETENTION: Retain for six years after entire basic policy has been superceded.  
Office: For total retention period and destroy.

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MONTGOMERY COMMUNITY COLLEGE

Page 1 of 1

RECORDS RETENTION SCHEDULE NUMBER 3

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CAMPUS: CENTRAL ADMINISTRATION

OFFICE: CHIEF ADMINISTRATIVE OFFICER

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Item

No.

Description and Retention

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1. GENERAL CORRESPONDENCE AND OFFICE FILES, 1976 -

Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of the Chief Administrative Officer.

RETENTION: Three years

Office: May be destroyed after three years. Material having continuing administrative, legal, or historical value, including records documenting the educational planning of current and future campuses, to be retained until such value ends or deposited in the Archives for permanent retention.

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## MONTGOMERY COMMUNITY COLLEGE

Page 1 of 1

RECORDS RETENTION SCHEDULE NUMBER 4

CAMPUS: CENTRAL ADMINISTRATION

OFFICE: ASSISTANT TO THE CHIEF  
ADMINISTRATIVE OFFICER

Item No.	Description and Retention
1.	<p><u>GENERAL CORRESPONDENCE AND OFFICE FILES, 1970 -</u> Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of the Assistant to the Chief Administrative Officer.</p> <p>RETENTION: Three years Office: May be destroyed after three years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.</p>
2.	<p><u>ACADEMIC PROGRAMS FILE, 1968 -</u> Proposals, statements, surveys, reports, correspondence, memoranda and miscellaneous papers relating to academic programs adopted by the College.</p> <p>RETENTION: Permanent Office: Permanent</p>
3.	<p><u>COLLEGE CURRICULUM ADVISORY COMMITTEE, 1976 -</u> Minutes and related records of the proceedings of the committee.</p> <p>RETENTION: Permanent Office: Two years; office of record Archives: Permanent</p>
4.	<p><u>FEDERAL AND FEDERAL-STATE GRANTS FILE, 1968 -</u> Records of all grants of this type received by the College, including applications, proposals, agreements, any official papers covering the award, controlling rules and regulations, copies of periodic reports, and miscellaneous correspondence and memoranda. (Finance Office maintains financial records documenting the expenditure of funds.)</p> <p>RETENTION: Retain six years after the close of the fiscal year in which expenditure was made or for that period of time required by federal and state records retention regulations for each grant, whichever is longer.</p> <p>Office: Three years Archives: Three years and destroy</p>

MONTGOMERY COMMUNITY COLLEGE

Page 1 of 1

RECORDS RETENTION SCHEDULE NUMBER 5

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CAMPUS: CENTRAL ADMINISTRATION

OFFICE: AFFIRMATIVE ACTION

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Item  
No.

Description and Retention

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1. GENERAL CORRESPONDENCE AND OFFICE FILES, 1975 -

Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of the Director of Affirmative Action.

RETENTION: Five years

Office: May be destroyed after five years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.

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2. AFFIRMATIVE ACTION RECORDS, 1975 -

Reports and supporting data documenting the College affirmative action program, including Federal EEO-6, Title IX Self-Evaluation Reports, and similar reports and evaluations.

RETENTION: Retain reports ten years, and supporting data three years, or for that period of time required by Federal and State records retention regulations, whichever is longer.

Office: Retain reports for five years

Archives: Retain reports for total retention period and destroy.

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MONTGOMERY COMMUNITY COLLEGE

Page 1 of 1

RECORDS RETENTION SCHEDULE NUMBER 6

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CAMPUS: CENTRAL ADMINISTRATION

OFFICE: BUDGET AND AUDIT

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Item  
No.

Description and Retention

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1. GENERAL CORRESPONDENCE AND OFFICE FILES, 1969 -

Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Director of the Office of Budget and Audits.

RETENTION: Three years

Office: May be destroyed after three years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.

---

2. BUDGET: BACKUP MATERIALS FY1970 -

Source materials, original budget requests, budget review materials, drafts of budget at various stages, and related materials pertaining to the development of the annual operating budget.

RETENTION: Six years

Office: Two years

Archives: Four years and destroy

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3. INTERNAL AUDITOR REPORTS, FY1970 -

Financial and operating audits of College offices and operations.

RETENTION: Five years

Office: Five years and destroy

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MONTGOMERY COMMUNITY COLLEGE

Page 1 of 1

RECORDS RETENTION SCHEDULE NUMBER 7

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CAMPUS: CENTRAL ADMINISTRATION

OFFICE: COLLEGE RELATIONS

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Item  
No.

Description and Retention

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1. GENERAL CORRESPONDENCE AND OFFICE FILES, c. 1969 -  
Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of the Director of College Relations.

RETENTION: Six years

Office: May be destroyed after six years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.

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2. NEWS RELEASES, 1969 -  
Periodic news releases relating to College activities, events, students, and staff.

RETENTION: Permanent

Office: Two years

Archives: Permanent

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3. CLIPPINGS FILE, 1969 -  
News clippings relating to the College from local newspapers.

RETENTION: Permanent

Office: Two years

Archives: Permanent

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4. BOARD MEETING REPORT, 1976 -  
A summary of the Board of Trustees meetings prepared by the Office of College Relations.

RETENTION: Permanent

Office: Two years

Archives: Permanent

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MONTGOMERY COMMUNITY COLLEGE

Page 1 of 1

RECORDS RETENTION SCHEDULE NUMBER 8

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CAMPUS: CENTRAL ADMINISTRATION

OFFICE: COMPUTING SERVICES

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Item

No.

Description and Retention

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1. GENERAL CORRESPONDENCE AND OFFICE FILES, 1969 -

Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of the Director of Computing Services.

RETENTION: Three years

Office: May be destroyed after three years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.

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2. PROGRAM DOCUMENTATION, RECORDS, 1983 -

Floppy disks and photocopies of records that document the programs generated by Computing Services.

RETENTION: Retain permanently or until program documentation is obsolete.

Office: New programs and updates to existing programs photocopied annually.

Archives: Permanent

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MONTGOMERY COMMUNITY COLLEGE

Page 1 of 1

RECORDS RETENTION SCHEDULE NUMBER 9

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CAMPUS: CENTRAL ADMINISTRATION

OFFICE: DEVELOPMENT AND GRANTS

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Item

No.

Description and Retention

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1. GENERAL CORRESPONDENCE AND OFFICE FILES, 1980 -

Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of the Director of Development and Grants.

RETENTION: Three years

Office: May be destroyed after three years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.

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2. ALUMNI RECORDS, 1946 -

Names, addresses, completed questionnaires from former students, and related records such as memorabilia and photographs.

RETENTION: Permanent

Office: Permanent

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MONTGOMERY COMMUNITY COLLEGE

Page 1 of 1

RECORDS RETENTION SCHEDULE NUMBER 10

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CAMPUS: CENTRAL ADMINISTRATION

OFFICE: FACILITIES

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Item  
No.

Description and Retention

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1. GENERAL CORRESPONDENCE AND OFFICE FILES, 1967 -

Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of the Director of Facilities.

RETENTION: Three years

Office: May be destroyed after three years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.

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2. LAWS, CODES, RULES AND POLICIES, 1965 -

Records relating to legal requirements and established College policies governing College Facilities.

RETENTION: Permanent

Office: Permanent

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MONTGOMERY COMMUNITY COLLEGE

Page 1 of 1

RECORDS RETENTION SCHEDULE NUMBER 11

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CAMPUS: CENTRAL ADMINISTRATION

OFFICE: FACILITIES, PLANNING,  
CONSTRUCTION, AND MANAGEMENT

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Item  
No.

Description and Retention

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1. GENERAL CORRESPONDENCE AND OFFICE FILES, 1967 -

Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Associate Director of Facilities, Planning, Construction and Management.

RETENTION: Three years

Office: May be destroyed after three years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.

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2. CAPITAL PROJECTS RECORDS, c. 1967 -

Records relating to capital development projects, including legal, financial, planning, construction, and State and Federal funding files, as well as correspondence, reports, specifications, drawings, plans and miscellaneous materials.

RETENTION: Permanent

Office: Retain files on individual projects for two years after project formally closed.

Archives: Permanent

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MONTGOMERY COMMUNITY COLLEGE

Page 1 of 2

RECORDS RETENTION SCHEDULE NUMBER 12

CAMPUS: CENTRAL ADMINISTRATION

OFFICE: FACILITIES, OPERATIONS/  
MAINTENANCE

Item  
No.

Description and Retention

1. GENERAL CORRESPONDENCE AND OFFICE FILES, 1989 -

Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Associate Director of Facilities, Operations and Maintenance.

RETENTION: Three years

Office: May be destroyed after three years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.

2. CENTRALIZED MAINTENANCE ACCOUNTS FILES, 1969 -

Records of supplies and equipment ordered for College facilities, including requisitions and related papers providing a full description of each item ordered and why it was needed.

RETENTION: Retain for the life of the equipment and for three years thereafter

Office: For total retention period and destroy

3. MAINTENANCE PROGRAMS FILE, 1920 -

Specific information, including correspondence, memoranda, literature, etc., regarding buildings, systems, and equipment in service.

RETENTION: Three years

Office: May be destroyed after three years. Material having continuing administrative or legal value to the office to be retained until such value ends.

4. INSPECTION SHEETS, 1971 -

Equipment check forms prepared daily by stationary engineers.

RETENTION: Three years

Office: One year

Archives: Two years and destroy

MONTGOMERY COMMUNITY COLLEGE

Page 2 of 2

RECORDS RETENTION SCHEDULE NUMBER 12

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CAMPUS: CENTRAL ADMINISTRATION

OFFICE: FACILITIES, OPERATIONS/  
MAINTENANCE

---

Item

No.

Description and Retention

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5. SERVICE REQUESTS RECORDS, 1970 -

Service request forms, with record of work completed.

RETENTION: Three years

Office: One year

Archives: Two years and destroy.

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6. SPACE RESERVATION FILE, 1969 -

Record of all events taking place requiring the use of College facilities, including original request, reservation form, copy of receipt indicating payment has been made to Cashier, and any related papers.

RETENTION: Three years

Office: Three years

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7. SPECIFICATIONS, PLANS, AND DRAWINGS, 1980 -

Specifications, plans, and drawings of buildings, systems, and equipment now in service.

RETENTION: Permanent

Office: Permanent

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MONTGOMERY COMMUNITY COLLEGE

Page 1 of 1

RECORDS RETENTION SCHEDULE NUMBER 13

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CAMPUS: CENTRAL ADMINISTRATION

OFFICE: FACILITIES, SAFETY AND SECURITY

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Item  
No.

Description and Retention

---

1. GENERAL CORRESPONDENCE AND OFFICE FILES, c. 1969 -  
Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of Safety and Security.

RETENTION: Three years

Office: May be destroyed after three years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.

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2. SECURITY LOG BOOKS AND OFFENSE REPORTS, 1969 -  
Daily record of security checks and offenses committed, and offense reports prepared as required.

RETENTION: Twenty years

Office: Five years

Archives: Fifteen years and destroy

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3. PARKING TICKETS, 1965 -  
Copies of parking tickets issued on the Rockville Campus.

RETENTION: Retain for five years after ticket date of issuance or until audited.

Office: For total retention period and destroy

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4. VEHICLE REGISTRATION CARDS, 1965 -  
Registration cards completed by students and employees, including name, make of car, owner, tag number, and registration number.

RETENTION: One year after termination of registration

Office: For total retention period and destroy

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MONTGOMERY COMMUNITY COLLEGE

Page 1 of 9

RECORDS RETENTION SCHEDULE NUMBER 14

CAMPUS: CENTRAL ADMINISTRATION

OFFICE: FINANCE

Item  
No.

Description and Retention

1. GENERAL CORRESPONDENCE AND OFFICE FILES, 1969 -

Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of the Director of Finance.

RETENTION: Three years

Office: May be destroyed after three years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.

2. GENERAL LEDGERS, FY1954 -

Record of financial transactions in all accounts during the fiscal year; not as detailed as the Statement of Transactions. Only the end-of-fiscal-year run is retained.

RETENTION: Permanent

Office: Three years

Archives: Permanent; microfilm periodically and destroy paper records.

3. STATEMENT OF TRANSACTION, FY1967 -

Detailed record of financial transactions in all accounts during the fiscal year. Only the end-of-fiscal-year run is retained.

RETENTION: Permanent

Office: Three years

Archives: Permanent; microfilm periodically and destroy paper records.

4. OPERATING BUDGET REPORT, FY1970 -

Summary of financial transactions in all accounts during the fiscal year recorded in a manner consistent with the format of the Operating Budget. Only the end-of-fiscal-year run is retained.

RETENTION: Permanent

Office: Three years

Archives: Permanent; microfilm periodically and destroy paper records.

MONTGOMERY COMMUNITY COLLEGE

Page 2 of 9

RECORDS RETENTION SCHEDULE NUMBER 14

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CAMPUS: CENTRAL ADMINISTRATION

OFFICE: FINANCE

---

Item  
No.

Description and Retention

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5. FIXED ASSET INVENTORY, FY1979 -

A record of all College equipment and furniture documenting the value and location of each item.

RETENTION: Permanent  
Office: Three years  
Archives: Permanent

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6. INVESTMENT RECORDS, 1970 -

Records of all College investment, including policies and procedures to be followed, financial data, correspondence, and miscellaneous supporting data.

RETENTION: Permanent  
Office: Permanent

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7. CAPITAL PROJECTS FINANCIAL RECORDS, 1969 -

Copies of contracts for capital projects and records of payments made by the College under the terms of the contracts.

RETENTION: Permanent  
Office: Retain for two years after project formally closed  
Archives: Permanent

---

8. PAYROLL RECORDS, 1967 -

Records documenting the payment of salaries to College employees, with supporting materials, including but not limited to the following: Payroll registers; employee folders; attendance vouchers; leave reports; leave balance records; miscellaneous deductions; and W-2 forms.

RETENTION: Permanent  
Office: Two years  
Archives: Permanent; microfilm periodically and destroy paper records

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MONTGOMERY COMMUNITY COLLEGE

Page 3 of 9

RECORDS RETENTION SCHEDULE NUMBER 14

CAMPUS: CENTRAL ADMINISTRATION

OFFICE: FINANCE

Item  
No.

Description and Retention

9. FEDERAL AND FEDERAL-STATE GRANT FINANCIAL RECORDS, 1950's -  
Copies of proposal, approved agreement, financial records documenting the receipt and expenditure of funds, and periodic required reports relating to Federal and Federal-State grants received by the College.

RETENTION: Retain until an audit possible under terms of the grant is completed or, if no audit is performed, for six years after the close of the fiscal year in which the expenditure was made, or for that period of time required by Federal and State records retention regulations, whichever is longer.

Office: Retain until grant expires; microfilm periodically.

Archives: For total retention period and destroy

10. FACULTY PROFESSIONAL DUES RECORDS, 1982-83 -  
Record of payments of professional dues made by the faculty.

RETENTION: Three years

Office: Three years and destroy

11. NATIONAL DEFENSE STUDENT LOAN RECORDS, 1960 -  
Original request for loan, conditions of loan, correspondence, promissory notes, records of payments, and related items.

RETENTION: Retain six years after loan fully paid or for that period of time required by Federal records retention regulations, whichever is longer.

Office: Retain until loan fully paid

Archives: For total retention period and destroy

12. BANK STATEMENTS, 1969 -  
Monthly statements received from the bank, with worksheets.

RETENTION: Three years or until audited, whichever is longer

Office: One years

Archives: Two years and destroy



MONTGOMERY COMMUNITY COLLEGE

RECORDS RETENTION SCHEDULE NUMBER 14

CAMPUS: CENTRAL ADMINISTRATION

OFFICE: FINANCE

Item  
No.

Description and Retention

13. CANCELLED CHECKS, 1967 -

Cancelled payroll and vendor checks returned by the bank.

RETENTION: Five years or until audited, whichever is longer

Office: Two years

Archives: Three years and destroy

14. CASH RECEIPTS, 1969 -

Finance Office copies of cash receipts issued throughout the College.

RETENTION: Three years or until audited, whichever is longer

Office: One year

Archives: Two years and destroy

15. CHECK VOUCHERS, 1967 -

Alphabetical and numerical copies of all vouchers (except payroll vouchers) that accompany checks to vendors, etc. The numerical copy includes supporting documents such as an additional copy of the purchase order or a vendor invoice.

RETENTION: Five years or until audited, whichever is longer

Office: Two years

Archives: Three years and destroy

16. PURCHASE ORDERS, 1967 -

Alphabetical and numerical copies of all College purchase orders prepared by the Procurement Office, kept separately.

RETENTION: Four years or until audited, whichever is longer

Office: Two years

Archives: Two years and destroy

## MONTGOMERY COMMUNITY COLLEGE

Page 5 of 9RECORDS RETENTION SCHEDULE NUMBER 14

CAMPUS: CENTRAL ADMINISTRATION

OFFICE: FINANCE

Item  
No.

Description and Retention

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17. MULTI-PURPOSE FORMS, 1968 -  
Original entry of accounting transactions, with backup material.
- RETENTION: Three years  
Office: One year  
Archives: Two years and destroy
- 
18. STOP PAYMENT REQUEST, 1975 -  
Daily record of requests for stop payment of checks issued by the College.
- RETENTION: Three years  
Office: One year  
Archives: Two years and destroy
- 
19. RETURNED CHECK LOG, 1976 -  
Daily entries of checks returned to the Finance Office.
- RETENTION: Three years  
Office: One year  
Archives: Two years
- 
20. PAID INVOICES, MC, 1975 -  
Rental of College facilities by outside organizations with payment record.
- RETENTION: Five years  
Office: Two years  
Archives: Three years
- 
21. RECORD OF EXPENDITURES, 1971 -  
Chronological record of all College cash expenditures.
- RETENTION: Three years  
Office: One year  
Archives: Two years
-

MONTGOMERY COMMUNITY COLLEGE

Page 6 of 9

RECORDS RETENTION SCHEDULE NUMBER 14

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CAMPUS: CENTRAL ADMINISTRATION

OFFICE: FINANCE

---

Item  
No.

Description and Retention

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22. SALES TAX RECORDS.

Record of sales tax refunds and voids.

RETENTION: Five years

Office: Two years

Archives: Three years

---

23. DISCIPLINE COST ANALYSIS, 1975 -

An analysis of the cost of instructional disciplines as defined by HEGIS.

RETENTION: Permanent

Office: Two years

Archives: Permanent

---

24. STUDENT PAYMENT RECORDS, 1977 -

Computer printouts which document student tuition payments, including but not limited to the following: Student billing batch total listing, student billing transaction logs, student billing detail, student billing entries, etc.

RETENTION: Three years

Office: One year

Archives: Two years

---

25. FEDERAL PROGRAMS, 1970 -

Grants and proposals that were awarded to the College, such as MET, BEOG, Vocational Education, containing the original contract, proposals, correspondence, etc.

RETENTION: Permanent

Office: Two years

Archives: Permanent

---

## MONTGOMERY COMMUNITY COLLEGE

Page 7 of 9RECORDS RETENTION SCHEDULE NUMBER 14

CAMPUS: CENTRAL ADMINISTRATION

OFFICE: FINANCE

Item  
No.

Description and Retention

26. FINANCIAL CARDS, 1968 -

Record of tuition and fees paid by students each semester, including name of student, social security number, address, course numbers, semester hours, and charges for tuition and fees.

RETENTION: Three years

Office: One year

Archives: Two years and destroy

27. CASH RECEIPTS, 1968 -

Copies of cash receipts issued for monies received in the campus cashiers' offices.

RETENTION: Three years or until audited, whichever is longer

Office: One year

Archives: Two years and destroy

28. CASH REGISTER DETAIL TAPES, 1968 -

Detail tapes from cash registers in campus cashiers' offices.

RETENTION: Three years or until audited, whichever is longer

Office: One year

Archives: Two years and destroy

29. DEPOSIT BOOKS, 1968 -

Records of deposits made by the campus cashiers to the College bank account.

RETENTION: Three years or until audited, whichever is longer

Office: One year

Archives: Two years and destroy

RECORDS RETENTION SCHEDULE NUMBER 14

CAMPUS: CENTRAL ADMINISTRATION

OFFICE: FINANCE

Item  
No.

Description and Retention

---

30. CASH REGISTER RECEIPTS, 1968 -

Summary of tuition and fees received through the admissions' offices, with cash receipt recording monies deposited in the College's bank account.

RETENTION: Three years or until audited, whichever is longer

Office: One year

Archives: Two years and destroy

---

31. CASH REGISTER REPORTS, 1968 -

Copies of cash register reports and tapes that may accompany deposits made by auxiliary enterprises. The reports are used to verify deposits.

RETENTION: Three years or until audited, whichever is longer

Office: One year

Archives: Two years and destroy

---

32. FINANCIAL ASSISTANCE INVOICES (SPECIAL BILLINGS), 1972 -

Copies of special billings sent to those organizations that pay all or part of the tuition and/or fees of students.

RETENTION: Three years or until audited, whichever is longer

Office: One year

Archives: Two years and destroy

---

33. UNPAID PARKING TICKETS, 1972 -

Unpaid parking tickets issued on the campuses.

RETENTION: Three years or until audited, whichever is longer

Office: For total retention period and destroy

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MONTGOMERY COMMUNITY COLLEGE

Page 9 of 9

RECORDS RETENTION SCHEDULE NUMBER 14

---

CAMPUS: CENTRAL ADMINISTRATION

OFFICE: FINANCE

---

Item

No.

Description and Retention

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34. STUDENT BILLING TRANSACTION LOGS, 1974 -

Daily log of student payments with corresponding cash summary sheets with receipts, in folders.

RETENTION: Three years

Office: One year

Archives: Two years and destroy

---

35. STUDENT BILLING BATCH TOTAL LISTING, 1974 -

A computer printout record of student payment transaction by batch (regular payments, insurance, segment adjustments, various types of batches, drop-add fee).

RETENTION: Three years

Office: One year

Archives: Two years and destroy

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MONTGOMERY COMMUNITY COLLEGE

Page 1 of 1

RECORDS RETENTION SCHEDULE NUMBER 15

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CAMPUS: CENTRAL ADMINISTRATION

OFFICE: GENERAL COUNSEL

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Item  
No.

Description and Retention

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1. GENERAL CORRESPONDENCE AND OFFICE FILES, 1980 -  
Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of the General Counsel.

RETENTION: Three years

Office: May be destroyed after three years. Material having continuing administrative, legal, or historical value to be retained until such value ends.

---

2. CONTRACTS FILE, 1966 -

All contracts (except employee contracts, student activities contracts, and grant agreements) entered into by the College, as well as related correspondence memoranda, and miscellaneous papers. The General Counsel maintains all original contracts unless specified otherwise in the College Policies and Procedures Manual.

RETENTION: Retain for six years after entire contract has expired, except that contracts having continuing administrative or legal value to be retained until such value ends.

Office: For total retention period and destroy.

---

MONTGOMERY COMMUNITY COLLEGE

Page 1 of 5

RECORDS RETENTION SCHEDULE NUMBER 16

---

CAMPUS: CENTRAL ADMINISTRATION

OFFICE: HUMAN RESOURCES

---

Item

No.

Description and Retention

---

1. GENERAL CORRESPONDENCE AND OFFICE FILES, 1967 -  
Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of the Director of Human Resources.

RETENTION: Three years

Office: May be destroyed after three years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.

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2. STAFF PERSONNEL FOLDERS, 1950's -  
Materials collected at time of employment, including application and letters of recommendation, salary action authorizations (salary file), evaluations, and other materials relevant to the individual's employment with the College.

RETENTION: Permanent

Office: Retain while active and for one year after termination of employment.

Archives: Permanent

---

3. FACULTY/ADMINISTRATORS SALARY FILE, 1967 -  
Personnel action forms for full-time and part-time faculty and for the administrative staff.

RETENTION: Twenty years after termination of employment

Office: Retain forms for full-time faculty and administrators for the total retention period and destroy. Retain forms for part-time faculty for two years.

Archives: Retain forms for part-time faculty eighteen years and destroy.

---



MONTGOMERY COMMUNITY COLLEGE

Page 2 of 5

RECORDS RETENTION SCHEDULE NUMBER 16

---

CAMPUS: CENTRAL ADMINISTRATION

OFFICE: HUMAN RESOURCES

---

Item

No.

Description and Retention

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4. STUDENT/TEMPORARIES PERSONNEL RECORDS, c. 1950 -  
Folders containing employment information, c. 1950-1969, when they were discontinued, cards, personnel action forms, and related records since 1969.

RETENTION: Twenty years after termination of employment  
Office: Five years after termination of employment  
Archives: Fifteen years and destroy

---

5. EMPLOYMENT RECORD CARDS, 1966 -  
Cards containing employment information for faculty, students, temporaries, and staff. These cards are used as a cross reference to the files maintained in the Human Resources Office.

RETENTION: Twenty years  
Office: Retain while active  
Archives: For remainder of retention period

---

6. RETIREMENT BENEFITS RECORDS, 1967 -  
Contracts with insuring agency, enrollment cards and forms, reports, and miscellaneous material.

RETENTION: Permanent  
Office: Two years after coverage terminated  
Archives: Permanent

---

7. STUDENT INSURANCE RECORDS, 1967 -  
Contracts with insuring agency, enrollment cards and forms, claims and payments materials, source documents such as insurance cards and insurance waivers, and any related records.

RETENTION: Twenty years after termination of policy, except that source documents may be destroyed after three years.  
Office: Two years after termination of policy  
Archives: Eighteen years and destroy

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MONTGOMERY COMMUNITY COLLEGE

Page 3 of 5

RECORDS RETENTION SCHEDULE NUMBER 16

---

CAMPUS: CENTRAL ADMINISTRATION

OFFICE: HUMAN RESOURCES

---

Item

No.

Description and Retention

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8. PERSONNEL HEALTH INSURANCE RECORDS, 1967 -  
Contracts with insuring agency, enrollment cards and forms, and related material.
- RETENTION: Twenty years after termination of policy or coverage  
Office: Two years after termination of policy or coverage  
Archives: Eighteen years and destroy
- 
9. PERSONNEL LIFE INSURANCE RECORDS, 1967 -  
Contracts with insuring agency, enrollment cards and forms, and related material.
- RETENTION: Twenty years after termination of policy or coverage  
Office: Two years after termination of policy or coverage  
Archives: Eighteen years and destroy
- 
10. WORKERS COMPENSATION RECORDS, 1967 -  
Injury report, medical reports, bills, and related material.
- RETENTION: Twenty years  
Office: Two years  
Archives: Eighteen years and destroy
- 
11. PERSONNEL CLASSIFICATION FILE, 1969 -  
Working file of classification specifications, specific job descriptions, list of budgeted positions, and related information.
- RETENTION: Permanent  
Office: Permanent
- 
12. EAP/TUITION WAIVER RECORDS, 1971 -  
Application forms and any related records documenting the participation of College employees in Educational Assistance Plan benefits and Tuition Waiver Plan benefits.
- RETENTION: Six years  
Office: Two years  
Archives: Four years and destroy
-

MONTGOMERY COMMUNITY COLLEGE

Page 4 of 5

RECORDS RETENTION SCHEDULE NUMBER 16

CAMPUS: CENTRAL ADMINISTRATION

OFFICE: HUMAN RESOURCES

Item

No.

Description and Retention

13. APPLICATIONS, 1968 -

Applications for faculty, staff and administrative positions at the College.

RETENTION: Two years

Office: Two years and destroy

14. ADMINISTRATORS' PERSONNEL FOLDERS, 1946 -

Materials collected at time of employment, including application and letters of recommendation, copies of salary authorizations and personnel actions, and other materials relevant to the administrator's employment with the College.

RETENTION: Permanent

Office: Retain while active and for one year after termination of employment

Archives: Permanent

15. ADMINISTRATIVE AND FACULTY CONTRACTS, 1946 -

Faculty and administrators' contracts with the College.

RETENTION: Twenty years after termination of employment

Office: Retain while active and for one year after termination of employment

Archives: Nineteen years and destroy

16. LEAVE AGREEMENTS, FACULTY AND ADMINISTRATORS, 1981 -

Original copies of contractual agreements signed by faculty and administrators for sabbaticals and for extended leave without pay.

RETENTION: Twenty years

Office: Two years

Archives: Eighteen years and destroy

17. FACULTY CONGRESS, 1980 -

Minutes and related records of the collegewide Faculty Congress.

RETENTION: Permanent

Office: Two years, office of record

Archives: Permanent

MONTGOMERY COMMUNITY COLLEGE

Page 5 of 5

RECORDS RETENTION SCHEDULE NUMBER 16

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CAMPUS: CENTRAL ADMINISTRATION

OFFICE: HUMAN RESOURCES

---

Item

No.

Description and Retention

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18. SABBATICAL LEAVE RECORDS, 1989 -  
Records that relate to sabbatical leave taken by faculty including reports and proposals.
- RETENTION: Twenty years  
Office: Two years  
Archives: Eighteen years and destroy
- 
19. FACULTY RECRUITMENT RECORDS, 1983 -  
Recruitment records maintained by the office of Human Resources for faculty positions at Montgomery College, by department and years.
- RETENTION: Six years  
Office: Two years  
Archives: Four years and destroy
- 
20. STAFF SENATE RECORDS, 1980 -  
Minutes and related records of the collegewide Faculty Congress.
- RETENTION: Permanent  
Office: Two years, office of record  
Archives: Permanent
- 
21. COLLECTIVE BARGAINING RECORDS, 1980-  
All records relating to collective bargaining agreements at the College.
- RETENTION: Permanent  
Office: Ten years  
Archives: Permanent
-

MONTGOMERY COMMUNITY COLLEGE

Page 1 of 1

RECORDS RETENTION SCHEDULE NUMBER 17

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CAMPUS: CENTRAL ADMINISTRATION

OFFICE: MONTGOMERY EMPLOYMENT  
AND TRAINING

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Item  
No.

Description and Retention

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1. GENERAL CORRESPONDENCE AND OFFICE FILES, 1983 -  
Correspondence, memoranda, and miscellaneous subject files relating to  
the activities of the Office of the Director of Montgomery Employment  
and Training

RETENTION: Three years

Office: May be destroyed after three years. Material having  
continuing administrative, legal, or historical value to be  
retained until such value ends or deposited in the Archives  
for permanent retention.

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MONTGOMERY COMMUNITY COLLEGE

Page 1 of 2

RECORDS RETENTION SCHEDULE NUMBER 18

CAMPUS: CENTRAL ADMINISTRATION

OFFICE: PLANNING AND INSTITUTIONAL  
RESEARCH

Item  
No.

Description and Retention

1. GENERAL CORRESPONDENCE AND OFFICE FILES, 1970 -

Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of the Director of Planning and Institutional Research and the Associate Director for Planning and Institutional Research.

RETENTION: Five years

Office: Three years. Material having continuing administrative, legal, or historical value to be retained permanently or until such value ends.

Archives: Two years

2. HIGHER EDUCATION GENERAL INFORMATION SURVEY REPORTS, 1965 -

Statistical reports required by the Federal government relating to enrollment, finance, personnel, library, and other College operations. Different parts of the report are prepared throughout the year.

RETENTION: Permanent

Office: Ten years

Archives: Permanent

3. ANNUAL STATISTICAL REPORT (FORMERLY REGISTRAR'S REPORT), 1948 -

Annual compilation of statistical data relating to enrollment, programs, courses, students, faculty, grades, and other College operations.

RETENTION: Permanent

Office: Ten years

Archives: Permanent

MONTGOMERY COMMUNITY COLLEGE

Page 2 of 2

RECORDS RETENTION SCHEDULE NUMBER 18

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CAMPUS: CENTRAL ADMINISTRATION      OFFICE: PLANNING AND INSTITUTIONAL RESEARCH

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Item  
No.

Description and Retention

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4. STATE-MANDATED REPORTS, c. 1970 -  
Enrollment and state aid reports for which the Office of Planning and Institutional Research is responsible. These reports are required by the Maryland State Department of Education, the Maryland State Board for Community Colleges, and the Maryland Higher Education Commission.

RETENTION: Permanent  
Office: Ten years  
Archives: Permanent

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5. INTERNAL AND EXTERNAL WRITTEN REPORTS/QUESTIONNAIRES, 1967 -  
Reports prepared by the Office of Planning and Institutional Research for internal and external groups.

RETENTION: Fifteen years  
Office: Five years  
Archives: Ten years and destroy

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6. COLLEGE PRINT-OUTS, 1971 -  
Computer print-outs relating to data compiled by the Office of Planning and Institutional Research.

RETENTION: Fifteen years  
Office: Two years  
Archives: Thirteen years and destroy

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## MONTGOMERY COMMUNITY COLLEGE

Page 1 of 2RECORDS RETENTION SCHEDULE NUMBER 19

CAMPUS: CENTRAL ADMINISTRATION

OFFICE: PROCUREMENT

Item No.	Description and Retention
1.	<p><u>GENERAL CORRESPONDENCE AND OFFICE FILES, 1967 -</u> Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of the Director of Procurement.</p> <p>RETENTION: Three years Office: May be destroyed after three years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.</p>
2.	<p><u>PURCHASE ORDERS, 1967 -</u> College purchase orders.</p> <p>RETENTION: Five years or until audited, whichever is longer. Office: Three years Archives: Two years and destroy</p>
3.	<p><u>REQUISITIONS, 1967 -</u> Signed requisition forms supporting purchase orders.</p> <p>RETENTION: Five years or until audited, whichever is longer Office: Three years Archives: Two years and destroy</p>
4.	<p><u>BIDS FILE, 1967 -</u> Bid forms, tabulations, and specifications.</p> <p>RETENTION: Five years or until audited, whichever is longer Office: Three years Archives: Two years and destroy</p>

MONTGOMERY COMMUNITY COLLEGE

RECORDS RETENTION SCHEDULE NUMBER 19

Page 2 of 2

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CAMPUS: CENTRAL ADMINISTRATION

OFFICE: PROCUREMENT

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Item  
No.

Description and Retention

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5. STORES REQUISITIONS, 1970 -

Receipted copies of stores requisitions forms used for drawing supplies from the College central stores.

RETENTION: Four years or until audited, whichever is longer

Office: Two years

Archives: Two years and destroy

---

6. RECEIVING REPORTS, 1972 -

Receipt forms for items received in the central receiving area. This record series includes another copy of the purchase order and a delivery record.

RETENTION: Five years or until audited, whichever is longer

Office: Three years

Archives: Two years and destroy

---

7. PROPERTY CONTROL REPORTS AND RECORDS, c. 1967 -

Records documenting the acquisition and internal control of inventorial property of the College.

RETENTION: Permanent

Office: Permanent; office of record

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MONTGOMERY COMMUNITY COLLEGE

Page 1 of 4

RECORDS RETENTION SCHEDULE NUMBER 20

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CAMPUS: CENTRAL ADMINISTRATION

OFFICE: ADMISSIONS, RECORDS, AND  
REGISTRATION

---

Item  
No.

Description and Retention

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1. GENERAL CORRESPONDENCE AND OFFICE FILES, 1965 -  
Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of the Director of Admissions, Records, and Registration.

RETENTION: Three years

Office: May be destroyed after three years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.

---

2. STUDENT PERMANENT RECORD CARDS, 1946 -  
Official record of grades received by all students currently or formerly enrolled at the College and at some off-campus extension centers.

RETENTION: Permanent

Office: Permanent

Archives: Records for 1946-1967 on microfilm to be retained permanently.

---

3. STUDENT FOLDERS, 1967 -  
Application form, transcripts, test scores, acceptance letter, counselor interview notes, unsatisfactory progress reports, copies of mid-semester and final grades, and any miscellaneous items.

RETENTION: Retain while student is enrolled and for 3 years thereafter

Office: For total retention period and destroy after verifying that Permanent Record Card is intact.

---

## MONTGOMERY COMMUNITY COLLEGE

Page 2 of 4

RECORDS RETENTION SCHEDULE NUMBER 20

CAMPUS: CENTRAL ADMINISTRATION

OFFICE: ADMISSIONS, RECORDS, AND  
REGISTRATION

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Item No.	Description and Retention
4.	<u>BLISS ELECTRICAL SCHOOL STUDENT GRADE RECORDS, 1910-1950 -</u> Grade records of students who attended Bliss Electrical School, including Grade Books, 1910-21, Grade Cards, 1922-50, and a card index.  RETENTION: Permanent Office: Transfer to Archives Office: Permanent
5.	<u>U.S. NAVY ELECTRICIAN'S MATES SCHOOL STUDENT GRADE RECORDS, 1942-45; 1951-53 -</u> Grade cards for naval personnel enrolled in the program conducted by Bliss Electrical School, 1942-45, and Montgomery Junior College, 1951-53.  RETENTION: Permanent Office: Transfer to Archives Archives: Permanent
6.	<u>CARVER JUNIOR COLLEGE STUDENT GRADE RECORDS, 1950-1956 -</u> A very small, incomplete set of grade cards for students enrolled at Carver Junior College.  RETENTION: Permanent Office: Transfer to Archives Archives: Permanent
7.	<u>DENTAL ASSISTING GRADE RECORDS, 1966-1972 -</u> Grade records of students who enrolled in non-credit Dental Assisting evening courses offered on the Takoma Park Campus.  RETENTION: Permanent Office: Transfer to Archives Archives: Permanent

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MONTGOMERY COMMUNITY COLLEGE

Page 3 of 4

RECORDS RETENTION SCHEDULE NUMBER 20

CAMPUS: CENTRAL ADMINISTRATION

OFFICE: ADMISSIONS, RECORDS, AND  
REGISTRATION

Item  
No.

Description and Retention

8. SCIENCE SEMINAR ATTENDANCE RECORDS, 1964-1966 -  
Attendance records of public school teachers who participated in various science seminars offered at the Takoma Park Campus.

RETENTION: Permanent  
Office: Transfer to Archives  
Archives: Permanent

9. STUDENT GRADE VERIFICATION BOOKS, 1950 -  
DPS sheets recording students' names and final grades received in each section of each course and signed by instructor.

RETENTION: Permanent  
Office: Two years  
Archives: Permanent

10. REGISTRATION SOURCE DOCUMENTS, 1965 -  
Various forms and listings, including program of studies, which document the early registration, regular registration, and late registration of students and forms which document the registration of students in the non-credit Continuing Education programs. These are non-record source documents. Information of continuing value is located in the student grade verification books and in the student permanent record cards. Official enrollment data is maintained in the Office of Planning and Institutional Research.

RETENTION: (a) Six years for Continuing Education  
(b) Three years  
Office: Three years and destroy (regular registration)  
Three years (Continuing Education)  
Archives: Three years and destroy

MONTGOMERY COMMUNITY COLLEGE

Page 4 of 4

RECORDS RETENTION SCHEDULE NUMBER 20

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CAMPUS: CENTRAL ADMINISTRATION

OFFICE: ADMISSIONS, RECORDS, AND  
REGISTRATION

---

Item  
No.

Description and Retention

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11. STUDENT CHANGE OF SCHEDULE FORMS, 1969 -  
Copies of drop-add forms recording changes in students' schedules.

RETENTION: Three years

Office: Three years and destroy

- 
12. STUDENT MEDICAL RECORDS, 1968 -  
Records of physical examinations given at admission, examinations given to athletes, accident reports, Nursing Program immunization records, and miscellaneous items.

RETENTION: (a) Five years for Nursing Program immunization records

(b) Three years for all other records

Office: For total retention period and destroy

---

## MONTGOMERY COMMUNITY COLLEGE

Page 1 of 4

RECORDS RETENTION SCHEDULE NUMBER 21

CAMPUS: CENTRAL ADMINISTRATION

OFFICE: CONTINUING EDUCATION

Item

No.

Description and Retention

- 
1. GENERAL CORRESPONDENCE AND OFFICE FILES, 1968 -  
Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of the Provost for Continuing Education.  
  
RETENTION: Three years  
Office: May be destroyed after three years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.

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  2. STUDENT HISTORY, 1975 -  
The official record of students enrolled in Continuing Education noncredit courses. This is a computer print-out which lists the name of the student, the address, social security number and the course in which the student is enrolled.  
  
RETENTION: Seven years  
Office: Two years  
Archives: Five years

---

  3. ENROLLMENT FORMS AND CLASS LISTS, c. 1968 -  
Forms documenting the enrollment of students in noncredit Continuing Education courses, and master class lists generated from the enrollment forms. State aid reports are also based on the enrollment forms.  
  
RETENTION: Five years or until audited, whichever is longer  
Office: One years  
Archives: Four years
-

MONTGOMERY COMMUNITY COLLEGE

RECORDS RETENTION SCHEDULE NUMBER 21

CAMPUS: CENTRAL ADMINISTRATION

OFFICE: CONTINUING EDUCATION

Item No.	Description and Retention
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4. SBCC COURSE APPROVAL RECORDS, July 1976 -  
 Copies of SBCC form CC-10, or equivalent, indicating state approval or disapproval of Continuing Education noncredit courses for state aid.

RETENTION: Retain forms for courses that receive approval for that period of time that the course remains approved, and for six years thereafter. Retain forms for courses that are not approved for six years.

Office: Retain form for all approved courses for as long as the course continues to be offered, then deposit in the Archives. Forms for non-approved courses to be deposited in the Archives. The deposit of all forms in the Archives shall take place once each year.

Archives: For total retention period and destroy.

5. PROGRAM FILES, 1968 -  
 Folders for noncredit courses (except real estate courses) offered through the Office of Continuing Education, including such items as instructors' contracts, handout materials, any evaluation sheets, record of any certificates granted, and related papers. Record copies of personnel actions are maintained in the Personnel Office. Record copies of class lists and enrollment forms are maintained and scheduled separately.

RETENTION: Seven years

Office: Two years

Archives: Five years and destroy; the Continuing Education Office will retain a record of all certificates granted.



MONTGOMERY COMMUNITY COLLEGE

Page 3 of 4

RECORDS RETENTION SCHEDULE NUMBER 21

CAMPUS: CENTRAL ADMINISTRATION

OFFICE: CONTINUING EDUCATION

Item  
No.

Description and Retention

6. REAL ESTATE PROGRAM FILES, c. 1968 -

Folders for real estate courses offered through the Office of Continuing Education, including such items as instructors' contracts, handout materials, any evaluation sheets, record of certificates granted, and related papers. Record copies of personnel actions are maintained in the Human Resources Office. Record copies of class lists and enrollment forms are maintained and scheduled separately.

RETENTION: Seven years

Office: Seven years and destroy; the Continuing Education Office will retain a record of all certificates granted for that period of time specified by state regulations.

7. CONTINUING EDUCATION CONFERENCES/WORKSHOPS RECORDS, 1969 -

Records of conferences and workshops sponsored by the Office of Continuing Education, including handouts, budgets, records of proceedings, and related papers.

RETENTION: Five years

Office: Two years

Archives: Three years and destroy

8. FINANCIAL RECORDS, 1968 -

Deposit sheets, cash receipts, accounting records, and related financial records documenting the receipt of tuition and fees for noncredit courses offered through the Continuing Education Office. Record copies of state aid reports are retained in the Office of Planning and Institutional Research. Record copies of cash receipts and expenditure records are retained in the Finance Office.

RETENTION: Three years

Office: One year

Archives: Two years and destroy.

MONTGOMERY COMMUNITY COLLEGE

Page 4 of 4

RECORDS RETENTION SCHEDULE NUMBER 21

CAMPUS: CENTRAL ADMINISTRATION

OFFICE: CONTINUING EDUCATION

Item  
No.

Description and Retention

9. CREDITED PROGRAM FINANCIAL RECORDS, c. 1970 -  
Registration source documents and related financial records documenting the receipt of tuition and fees for credit courses offered through the Continuing Education Office. Record copies of source documents are retained in the Admissions, Registration, and Records Office.

RETENTION: Three years  
Office: One year  
Archives: Two years and destroy

10. FACULTY APPLICATIONS, 1971 -  
Applications from individuals who have taught or who apply to teach in the Continuing Education programs of the College.

RETENTION: Permanent  
Office: Two years and destroy

11. FACULTY FOLDERS, 1973 -  
Folders containing employment information, course description, etc., relating to noncredit courses offered by the office of Continuing Education.

RETENTION: Twenty years  
Office: Three years  
Archives: Twenty years

12. CONTINUING EDUCATION: STUDENT RECORDS  
Student folders containing records of students enrolled in the Prior Learning Program & non-credit Certificate programs offered by the office of Continuing Education.

RETENTION: Permanent  
Office: Four years; office of record.  
Archives: Permanent

MONTGOMERY COMMUNITY COLLEGE

Page 1 of 1

RECORDS RETENTION SCHEDULE NUMBER 22

---

CAMPUS: CENTRAL ADMINISTRATION

OFFICE: STUDENT FINANCIAL AID

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Item

No.

Description and Retention

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1. GENERAL CORRESPONDENCE AND OFFICE FILES, 1967 -

Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of Student Financial Aid.

RETENTION: Three years

Office: May be destroyed after three years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.

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2. STUDENT FINANCIAL AID FOLDERS, 1967 -

Record all financial aid received by individual students, including application form, parent's (or student's) confidential form, financial need analysis report, award letter, reply sheet, and any miscellaneous supporting documents.

RETENTION: Retain seven years after the close of the fiscal year in which the expenditure was made or for that period of time required by Federal and State records retention regulations, whichever is longer.

Office: For total retention period and destroy.

---

3. STUDENT FINANCIAL AID HISTORY, 1971 -

Periodic listing of basic information relating to aid provided to all students, including names, social security numbers, test scores, financial need, amount awarded, and program. Only the end of the academic year run is retained.

RETENTION: Permanent

Office: Retain until no longer required for immediate reference, then deposit in Archives.

Archives: Permanent

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MONTGOMERY COMMUNITY COLLEGE

Page 1 of 1

RECORDS RETENTION SCHEDULE NUMBER 23

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CAMPUS: CENTRAL ADMINISTRATION

OFFICE: EDUCATIONAL SUPPORT SERVICES

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Item  
No.

Description and Retention

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1. GENERAL CORRESPONDENCE AND OFFICE FILES, 1952 -  
Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of the Director of Educational Support Services.

RETENTION: Three years

Office: May be destroyed after three years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.

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MONTGOMERY COMMUNITY COLLEGE

Page 1 of 1

RECORDS RETENTION SCHEDULE NUMBER 24

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CAMPUS: CENTRAL ADMINISTRATION

OFFICE: AUXILIARY SERVICES

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Item  
No.

Description and Retention

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1. GENERAL CORRESPONDENCE AND OFFICE FILES, 1969 -  
Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of the Director of Auxiliary Services.

RETENTION: Three years

Office: May be destroyed after three years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.

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2. AUXILIARY ENTERPRISES FINANCIAL RECORDS, 1969 -  
Cash reports, cash register detail tapes, and other financial records documenting the financial operations of the various auxiliary enterprises under the supervision of the Director of Auxiliary Services.

RETENTION: (a) Four years, sales tax records

(b) Three years

Office: One year

Archives: Two years and destroy

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MONTGOMERY COMMUNITY COLLEGE

Page 1 of 1

RECORDS RETENTION SCHEDULE NUMBER 25

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CAMPUS: TAKOMA PARK CAMPUS

OFFICE: PROVOST

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Item  
No.

Description and Retention

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1. GENERAL CORRESPONDENCE AND OFFICE FILES, 1967 -  
Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of the Provost, Takoma Park Campus.

RETENTION: Three years

Office: May be destroyed after three years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.

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2. FACULTY PERSONNEL FOLDERS/TP, 1946 -  
Materials collected at time of employment, including application form and letters of recommendation, copies of salary action authorizations, evaluation materials, and other papers relating to the individual's full-time or part-time employment with the College.

RETENTION: Permanent

Office: Retain while active.

Archives: Permanent

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3. CAMPUS ADVISORY GROUPS, 1979 -  
Minutes of the proceedings of the campus advisory groups, committees, and any related records.

RETENTION: Permanent

Office: Two years; office of records

Archives: Permanent

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4. ANNUAL REPORTS/TP. c. 1965 -  
Annual reports of academic areas and administrative offices on the Takoma Park Campus.

RETENTION: Permanent

Office: Two years

Archives: Permanent

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MONTGOMERY COMMUNITY COLLEGE

Page 1 of 2

RECORDS RETENTION SCHEDULE NUMBER 26

CAMPUS: TAKOMA PARK CAMPUS

OFFICE: INSTRUCTIONAL DEANS

Item  
No.

Description and Retention

1. GENERAL CORRESPONDENCE AND OFFICE FILES, 1980 -  
Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of Instructional Deans, including institute records.

RETENTION: Three years

Office: May be destroyed after three years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.

2. SUMMARIES OF COURSE CONTENT, 1967 -  
Copies of course objectives, course outline, and final examinations for all courses offered in the Institutes of Natural Sciences, Humanities and Social Sciences, and Applied Sciences.

RETENTION: Five years

Office: Two years

Archives: Three years and destroy except that materials having administrative value during re-accreditation periods to be retained until such value ends.

3. NURSING PROGRAM: STUDENT FOLDERS, 1982 -  
Folders containing student evaluations and other related records.

RETENTION: Five years

Office: Two years

Archives: Three years and destroy

4. FACULTY EVALUATIONS FILES, 1971 -  
Evaluation forms and related records pertaining to the annual evaluation process.

RETENTION: Permanent

Office: Permanent

MONTGOMERY COMMUNITY COLLEGE

Page 2 of 2

RECORDS RETENTION SCHEDULE NUMBER 26

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CAMPUS: TAKOMA PARK CAMPUS

OFFICE: INSTRUCTIONAL DEANS

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Item  
No.

Description and Retention

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5. RADIOLOGIC TECHNOLOGY PROGRAM: STUDENT FOLDERS, 1984 -  
Folders containing student evaluations and other related records.

RETENTION: Five years

Office: Two years

Archives: Three years and destroy

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MONTGOMERY COMMUNITY COLLEGE

Page 1 of 1

RECORDS RETENTION SCHEDULE NUMBER 27

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CAMPUS: TAKOMA PARK CAMPUS

OFFICE: EDUCATIONAL SUPPORT SERVICES

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Item  
No.

Description and Retention

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1. GENERAL CORRESPONDENCE AND OFFICE FILES, 1952 -  
Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of the Asissistant Director of Educational Support Services.

RETENTION: Three years.

Office: May be destroyed after three years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.

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MONTGOMERY COMMUNITY COLLEGE

Page 1 of 1

RECORDS RETENTION SCHEDULE NUMBER 28

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CAMPUS: TAKOMA PARK CAMPUS

OFFICE: STUDENT DEVELOPMENT

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Item  
No.

Description and Retention

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1. GENERAL CORRESPONDENCE AND OFFICE FILES, 1965 -  
Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of Student Development.

RETENTION: Three years

Office: May be destroyed after three years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.

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2. STUDENT ACTIVITIES CONTRACTS/TP, 1965 -  
Contracts between the College and entertainers or others who are employed by the student program council at the Takoma Park Campus.

RETENTION: Six years

Office: Six years and destroy; office of record.

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3. STUDENT GOVERNMENT RECORDS/TP, 1968 -  
Minutes and related records of student government groups.

RETENTION: Permanent

Office: Two years; office of record

Archives: Permanent

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MONTGOMERY COMMUNITY COLLEGE

Page 1 of 1

RECORDS RETENTION SCHEDULE NUMBER 29

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CAMPUS: ROCKVILLE CAMPUS

OFFICE: PROVOST

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Item  
No.

Description and Retention

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1. GENERAL CORRESPONDENCE AND OFFICE FILES, 1967 -  
Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of the Provost, Rockville, Campus.

RETENTION: Three years

Office: May be destroyed after three years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.

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2. FACULTY PERSONNEL FOLDERS/1965 -  
Materials collected at time of employment, including application form and letters of recommendation, copies of salary action authorizations, evaluation materials, and other papers relating to the individual's full-time or part-time employment with the College.

RETENTION: Permanent

Office: Retain while active.

Archives: Permanent

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3. CAMPUS ADVISORY GROUPS/ RK, 1967 -  
Minutes of the proceedings of the campus advisory groups, and any related records.

RETENTION: Permanent

Office: Two years; office of record

Archives: Permanent

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4. ANNUAL REPORTS/RK, 1965 -  
Annual reports of academic departments and administrative offices on the Rockville Campus.

RETENTION: Permanent

Office: Two years

Archives: Permanent

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MONTGOMERY COMMUNITY COLLEGE

Page 1 of 2

RECORDS RETENTION SCHEDULE NUMBER 30

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CAMPUS: ROCKVILLE CAMPUS

OFFICE: INSTRUCTIONAL DEANS

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Item

No.

Description and Retention

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1. GENERAL CORRESPONDENCE AND OFFICE FILES, 1965 -  
Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of the Instructional Deans.

RETENTION: Three years

Office: May be destroyed after three years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.

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2. SUMMARIES OF COURSE CONTENT/RK, 1965 -  
Copies of course objectives, course outline, and final examination for all courses offered on the Rockville Campus.

RETENTION: Five years

Office: Five years and destroy, except that material having administrative value during re-accreditation periods to be retained until such value ends.

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3. DEPARTMENT CHAIR MEETINGS/RK, 1970 -  
Minutes of the proceedings of Rockville department chair meetings and any related papers.

RETENTION: Permanent

Office: Two years

Archives: Permanent

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4. REQUISITION FILES, 1976 -  
Accounts files containing requisitions and supporting documentation for supplies and equipment ordered for campus academic departments, in fiscal year sequence.

RETENTION: Four years

Office: Four years

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MONTGOMERY COMMUNITY COLLEGE

Page 2 of 2

RECORDS RETENTION SCHEDULE NUMBER 30

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CAMPUS: ROCKVILLE CAMPUS

OFFICE: INSTRUCTIONAL DEANS

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Item  
No.

Description and Retention

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5. FACULTY EVALUATIONS FILE, 1971 -  
Evaluation forms and related records pertaining to the annual  
evaluation process.

RETENTION: Permanent  
Office: Permanent

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MONTGOMERY COMMUNITY COLLEGE

Page 1 of 1

RECORDS RETENTION SCHEDULE NUMBER 31

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CAMPUS: ROCKVILLE CAMPUS

OFFICE: EDUCATIONAL SUPPORT SERVICES

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Item  
No.

Description and Retention

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1. GENERAL CORRESPONDENCE AND OFFICE FILES, 1952 -  
Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of the Assistant Director of Educational Support Services.

RETENTION: Three years

Office: May be destroyed after three years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the ARchives for permanent retention

MONTGOMERY COMMUNITY COLLEGE

Page 1 of 2

RECORDS RETENTION SCHEDULE NUMBER 32

CAMPUS: ROCKVILLE CAMPUS

OFFICE: STUDENT DEVELOPMENT

Item No.	Description and Retention
1.	<p><u>GENERAL CORRESPONDENCE AND OFFICE FILES, 1967 -</u> Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of Student Development.</p> <p>RETENTION: Three years Office: May be destroyed after three years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.</p>
2.	<p><u>STUDENT ACTIVITIES CONTRACTS/RK, 1967 -</u> Contracts between the College and entertainers or others who are employed by the Student Program Council at the Rockville Campus.</p> <p>RETENTION: Permanent Office: Two years; office of record Archives: Permanent</p>
3.	<p><u>STUDENT GOVERNMENT RECORDS/RK, 1967 -</u> Minutes and related records of student government groups.</p> <p>RETENTION: Permanent Office: Two years; office of record Archives: Permanent</p>
4.	<p><u>BUDGET RECORDS, 1988 -</u> Records documenting the student activities budget.</p> <p>RETENTION: Five years Office: Two years Archives: Two years</p>

MONTGOMERY COMMUNITY COLLEGE

Page 2 of 2

RECORDS RETENTION SCHEDULE NUMBER 32

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CAMPUS: ROCKVILLE CAMPUS

OFFICE: STUDENT DEVELOPMENT

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Item

No.

Description and Retention

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5. SPECIAL STUDENT SERVICES/RK: STUDENT FOLDERS, 1977 -  
Folders containing test results and other related materials for  
handicapped students.

RETENTION: Six years  
Office: Three years  
Archives: Three years

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MONTGOMERY COMMUNITY COLLEGE

Page 1 of 1

RECORDS RETENTION SCHEDULE NUMBER 33

CAMPUS: GERMANTOWN CAMPUS

OFFICE: PROVOST

Item  
No.

Description and Retention

1. GENERAL CORRESPONDENCE AND OFFICE FILES, 1973 -  
Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of the Provost of the Germantown Campus.

RETENTION: Three years

Office: May be destroyed after three years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.

2. FACULTY PERSONNEL FOLDERS/GT, 1973 -  
Materials collected at time of employment, including application form and letters of recommendation, copies of salary action authorizations, evaluation materials, and other papers relating to the individual's full-time or part-time employment with the College.

RETENTION: Permanent

Office: Retain while active.

Archives: Permanent

3. ANNUAL REPORTS/GT, 1973 -  
Annual reports of academic areas and administrative offices in the Germantown Campus.

RETENTION: Permanent

Office: Two years

Archives: Permanent

4. CAMPUS ADVISORY GROUPS, 1980 -  
Minutes and related records of the campus advisory groups and committees.

RETENTION: Permanent

Office: Two years; office of record

Archives: Permanent

MONTGOMERY COMMUNITY COLLEGE

Page 1 of 1

RECORDS RETENTION SCHEDULE NUMBER 34

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CAMPUS: GERMANTOWN CAMPUS

OFFICE: INSTRUCTIONAL DEANS

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Item  
No.

Description and Retention

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1. GENERAL CORRESPONDENCE AND OFFICE FILES, 1980 -  
Subject and miscellaneous records relating to the Office of the Instructional Deans.

RETENTION: Three years

Office: May be destroyed after three years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.

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2. SUMMARIES OF COURSE CONTENT/GT, 1980 -  
Copies of course objectives course outline, and final examinations for all courses offered in the Office of the Instructional Deans.

RETENTION: Five years

Office: Two years

Archives: Three years and destroy, except that materials having administrative value during reaccreditation periods to be retained until such value ends.

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3. FACULTY EVALUATIONS FILE, 1973 -  
Evaluation forms and related records pertaining to the annual evaluation process.

RETENTION: Permanent

Office: Permanent

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MONTGOMERY COMMUNITY COLLEGE

Page 1 of 1

RECORDS RETENTION SCHEDULE NUMBER 35

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CAMPUS: GERMANTOWN CAMPUS

OFFICE: EDUCATIONAL SUPPORT SERVICES

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Item  
No.

Description and Retention

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1. GENERAL CORRESPONDENCE AND OFFICE FILES, 1952 -  
Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of the Assistant Director of Educational Support Services.

RETENTION: Three years

Office: May be destroyed after three years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.

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MONTGOMERY COMMUNITY COLLEGE

Page 1 of 1

RECORDS RETENTION SCHEDULE NUMBER 36

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CAMPUS: GERMANTOWN CAMPUS

OFFICE: STUDENT DEVELOPMENT

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Item  
No.

Description and Retention

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1. GENERAL CORRESPONDENCE AND OFFICE FILES, 1973 -  
Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of Student Development.

RETENTION: Three years

Office: May be destroyed after three years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.

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2. STUDENT ACTIVITIES CONTRACTS, 1978 -  
Contracts between the College and entertainers or others who are employed by the Student Program Council at the Germantown Campus.

RETENTION: Six years

Office: Six years and destroy; office of record

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3. STUDENT GOVERNMENT RECORDS, 1978 -  
Minutes and related records of student government groups.

RETENTION: Permanent

Office: Two years; office of record

Archives: Permanent

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