BOARD OF TRUSTEES
December 3, 2020

Item 1	**RESOLUTION NO. 2020.52 - Approving Monthly Sponsor Services for Suffolk County Community College**
Item 2	**RESOLUTION NO. 2020.53 - Authorizing the Acceptance of a Gift from the Suffolk Community College Foundation**
Item 3	**RESOLUTION NO. 2020.54 - Authorizing an Increase in the Hourly Wage Rate for Part-Time Employees of Suffolk County Community College**
Item 4	**RESOLUTION NO. 2020.55 - Adopting a Retention and Disposition Schedule for New York Local Government Records (LGS-1)**

ITEM 1

RESOLUTION NO. 2020.52 - Approving Monthly Sponsor Services for Suffolk County Community College

WHEREAS, the State University of New York Regulation No. 602.7 requires the Suffolk County Community College Board of Trustees to review and approve all Sponsor provided services and their estimated value in advance of the service being rendered, and

WHEREAS, the regulation also requires the approval of the payment of each Sponsor Service satisfactorily performed, and

WHEREAS, health insurance is considered a Sponsor Service, be it therefore

RESOLVED, that the health insurance payment to the County of Suffolk in the amount of $3,054,239.29 for the month of October 2020 and $3,125,274.20 for the month of November 2020 *(Attachment I)* is hereby approved by the Board of Trustees.

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Board of Trustees
December 3, 2020
Attachment I

Suffolk County Employee Medical Health Plan

County of Suffolk
William J. Lindsay Complex
725 Veterans Memorial Highway, Bldg. 158
Hauppauge, NY 11788

DATE: October 1, 2020
INVOICE No.: 20-010
FOR: EMHP of Suffolk County
SCCC Insurance Premium Due
SCCC Employee Contributions Due
Fund 818

Bill To:
Jamie Hahn
Suffolk County Community College - Business & Financial Affairs
FML Rm. 232, College Road
2 North Tamiami Trail, Suite 602
Selden, NY 11784

Health Insurance Coverage	Premium	# Employees	Total
EMHP Indiv.	848.44	557	472,581.08
EMHP Family	1,998.93	1213	2,424,702.09
Leave Adjustments			
EMHP Indiv.	848.44	3	2,545.32
EMHP Family	1,998.93	3	5,996.79
Surviving Spouse CCR	848.44	4	3,393.76
HMO's			
HIP Indiv.	1282.72	1	1,282.72
HIP Family	3,142.65	1	3,142.65
JOB SHARE (PLAN RATES)			
Individual	848.44	---	0.00
Family	1,998.93	---	0.00
October 2020 Premium Due:		1782	2,913,644.41
EMPLOYEE HEALTH INSURANCE CONTRIBUTIONS			
2020 Payroll 19, Time Period: 8/24/20 - 9/6/20	---	---	69,064.01
2020 Payroll 20, Time Period: 9/7/20 - 9/20/20	---	---	72,379.27
Employee Insurance Contributions Due:			141,443.28
Total Due:			**$3,055,087.69**

Paul Agostino Lwop w/o benefits (848.44)

Payments are to be remitted to Suffolk County via wire transfer within thirty (30) days of this invoice. Total $3,054,239.29

If you have any questions concerning this invoice, please call Brooke Deere @ 631-853-4777 or e-mail brooke.deere@suffolkcountyny.gov.

THANK YOU

Suffolk County Employee Medical Health Plan

County of Suffolk
William J. Lindsay Complex
725 Veterans Memorial Highway, Bldg. 158
Hauppauge, NY 11788

DATE: November 10, 2020
INVOICE No.: 20-011
FOR: EMHP of Suffolk County
SCCC Insurance Premium Due
SCCC Employee Contributions Due
Fund 818

Bill To:
Jamie Hahn
Suffolk County Community College - Business & Financial Affairs
FML Rm. 232, College Road
2 North Tamiami Trail, Suite 602
Selden, NY 11784

Health Insurance Coverage	Premium	# Employees	Total
EMHP Indiv.	848.44	558	473,429.52
EMHP Family	1,998.93	1208	2,414,707.44
Leave Adjustments			
EMHP Indiv.	848.44	3	2,545.32
EMHP Family	1,998.93	6	11,993.58
Surviving Spouse CCR	848.44	4	3,393.76
HMO's			
HIP Indiv.	1282.72	1	1,282.72
HIP Family	3,142.65	1	3,142.65
JOB SHARE (PLAN RATES)			
Individual	848.44	—	0.00
Family	1,998.93	—	0.00
November 2020 Premium Due:		1781	2,910,494.99
EMPLOYEE HEALTH INSURANCE CONTRIBUTIONS			
2020 Payroll 21, Time Period: 9/21/20 - 10/4/20	—	—	72,103.30
2020 Payroll 22, Time Period: 10/5/20 - 10/18/20	—	—	71,921.28
2020 Payroll 23, Time Period: 10/19/20 - 11/1/20	—	—	71,603.07
Employee Insurance Contributions Due:			215,627.65
Total Due:			**$3,126,122.64**

Paul Agostino Lwop w/o benefits (848.44)

Payments are to be remitted to Suffolk County via wire transfer within thirty (30) days of this invoice. $3,125,274.20

If you have any questions concerning this invoice, please call Brooke Deere @ 631-853-4777 or e-mail brooke.deere@suffolkcountyny.gov.

THANK YOU

ITEM 2

RESOLUTION NO. 2020.53 - Authorizing the Acceptance of a Gift from the Suffolk Community College Foundation

WHEREAS, the Suffolk Community College Foundation, Inc. is the recipient of a donation of Heating, Ventilation, Air Conditioning and Refrigeration (HVAC/R) equipment from the Rockefeller Foundation, consisting of the following items:

Trauslen Refrigerator, valued at $2,000
Ice Machine, valued at $2,500
Small Air Conditioning Unit, Water-Cooled, valued at $800
Five-ton Water Source Heat Pump, valued at $1,500

Total Value of HVAC/R Equipment: $6,800

and,

WHEREAS, in addition, The TurboChyll Company has offered to donate in-kind labor costs in the amount of $7,200 to install this HVAC/R equipment in the Advanced Manufacturing Training Center on the Michael J. Grant Campus, and

WHEREAS, the Foundation wishes to further donate this equipment to Suffolk County Community College for use in its HVAC/R Technology - A.A.S. and Certificate programs, and

WHEREAS, the Assistant Academic Chair of the HVAC/R Technology programs has been consulted and has indicated a need for this equipment for instructional purposes for the benefit of its students, be it therefore

RESOLVED, that the Board of Trustees hereby authorizes the College's acceptance of a gift from the Suffolk Community College Foundation, Inc. consisting of the above-specified items of HVAC/R equipment donated by the Rockefeller Foundation, with a total value of $6,800.00, together with an in-kind donation of labor costs of $7,200 from The TurboChyll Company.

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ITEM 3

RESOLUTION NO. 2020.54 - Authorizing an Increase in the Hourly Wage Rate for Part-Time Employees of Suffolk County Community College

WHEREAS, due to the increase in New York State's minimum wage, effective 12/31/2020, the hourly wage rate for part-time employees of Suffolk County Community College should, likewise, be increased, be it therefore

RESOLVED, that the hourly wage rate for part-time employees of the College shall be increased as reflected on *Attachment II*, annexed hereto, effective 12/21/2020.

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Board of Trustees
December 3, 2020
Attachment II

PART-TIME SALARIES

Title		Current Hourly Rate	Proposed
COLLEGE AIDE		$13.59	$14.00
	Night Rate	$14.95	$15.40
STUDENT AIDE		$13.00	$14.00
WORK STUDY ON CAMPUS		$13.00	$14.00
WORK STUDY OFF CAMPUS		$13.50	$14.50
LABORER		$13.00	$14.00
	Night Rate	$13.50	$14.50
RECREATION AIDE			
STEP 1		$13.00	$14.00
STEP 2		$13.25	$14.25
STEP 3		$13.50	$14.50
STEP 4		$13.75	$14.75
STEP 5		$14.00	$15.00
RECREATION INSTRUCTOR			
STEP1		$14.25	$14.75
STEP2		$14.50	$15.00
STEP3		$14.75	$15.25
STEP4		$15.25	$15.50
STEP5		$15.85	$16.00
LIFEGUARD (STILL WATER)			
STEP1		$13.00	$14.00
STEP2		$13.50	$14.50
STEP3		$14.00	$15.00
STEP4		$14.50	$15.50
STEP5		$15.00	$15.75
PROCTOR		$13.00	$14.00

ITEM 4

RESOLUTION NO. 2020.55 - Adopting a Retention and Disposition Schedule for New York Local Government Records (LGS-1)

WHEREAS, pursuant to Article 57-A of the NY Arts and Cultural Affairs Law, The University of the State of New York, State Education Department, has issued a new retention and disposition schedule for records maintained by public entities which prescribes the minimum length of time that officials must retain their records before they may be disposed of legally, and

WHEREAS, the new *Retention and Disposition Schedule for New York Local Government Records (LGS-1)* is a single, comprehensive retention schedule which consolidates and revises certain existing record retention Schedules, including the *CO-2 Schedule applicable to community colleges, which will expire on January 1, 2021, and*

***WHEREAS**, the Retention and Disposition Schedule for New York Local Government Records (LGS-1) will replace and supersede the College's Records Management Program / Schedule CO-2, adopted by the Board of Trustees on January 20, 2005, be it therefore*

RESOLVED**, that* the *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, issued pursuant to Article 57-A of the NY Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all Suffolk County Community College employees in legally disposing of records listed therein (see Attachment III***), and be it further

RESOLVED, that in accordance with said Article 57-A, only those records will be disposed of that are described in the *Retention and Disposition Schedule for New York Local Government Records (LGS-1)* after they have met the minimum retention periods described therein; and only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods, and be it further

RESOLVED, *the Retention and Disposition Schedule for New York Local Government Records (LGS-1) hereby replaces and supersedes the College's Records Management Program / CO-2 Schedule, adopted by the Board of Trustees on January 20, 2005.*

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COMMUNITY COLLEGE

NOTE: Community colleges should also consult other sections of this Schedule, especially the General, Fiscal, Human Rights/Economic Opportunity, Information Technology, Library/Library System, Personnel/Civil Service, Public Health, Public Property and Equipment, Public Safety, and Recreation sections, for records that are held by all types of local governments.

Records of special programs not covered by specific items on this Schedule are covered by item no. 54 in the General Administration section. These include such programs as orientation of students and staff; speakers' bureaus and other community services; veterans, servicemembers, and ROTC programs; and incubator programs, small business development services, and technical assistance/training to business and industry.

♦ **NOTE:** Bridge program records are covered by items under the Educational Opportunity Centers section.

Academic Affairs

150 CO2 64, MI1 53

Accreditation records

for institutional or program accreditation by the Middle States Association of Colleges and Secondary Schools, the National League for Nursing and other organizations responsible for accrediting institutions of higher learning, including but not limited to institutional self-study documents, reports and determinations resulting from onsite visits for evaluation, and the college's response to deficiencies noted

a Significant correspondence, reports, questionnaires, self-study records and reports, guides and related documents transmitted between the community college and accrediting bodies:

RETENTION: PERMANENT

b Routine correspondence and transmittal records, drafts of guides and reports, and fiscal records:

RETENTION: 6 years after accreditation approved or denied

151 CO2 65, MI1 54

Curriculum development records,

covering internal development and approval for credit, non-credit, and continuing education programs and courses

a Curriculum and related records describing course of instruction and course content, including transfer status information and course history records:
RETENTION: 7 years
NOTE: Records prepared as part of curriculum planning may have long-term value meriting continued preservation. Community college officials should

evaluate these records for continued, or permanent, preservation. Contact the State Archives for additional advice.

b Approved internal application for curriculum:
RETENTION: 7 years

c Denied internal application for curriculum:
RETENTION: 1 year

d Curriculum planning records:
RETENTION: 0 after no longer needed
NOTE: Reports and studies prepared as part of curriculum planning may have long-term value meriting continued preservation. Community college officials should evaluate these records for continued, or permanent, preservation. Contact the State Archives for additional advice.

152 CO2 66, MI1 55

Academic program proposals,
including proposals for registration of new programs and requests for approval of changes in existing program title, HEGIS (Higher Education General Information Survey) content, credit hours, curricular content, format, and/or resource commitment

a For successful registration of program:
RETENTION: PERMANENT

b For failed proposal:
RETENTION: 0 after no longer needed

153 CO2 67, MI1 56

Curriculum/program registration records
including approvals from the State University of New York and registration letters from the State Education Department:

RETENTION: PERMANENT

154 CO2 70, MI1 59

Course information records

a Official copy of any literature or other material made available to the public, including college catalogs and student handbooks:
RETENTION: PERMANENT

b Detailed course descriptive information, including background materials and supporting documentation:
RETENTION: 7 years after course or program discontinued

c Routine internal information records relating to courses, including but not limited to draft descriptions and tentative course schedules:
RETENTION: 1 year

♦ **155**

Assignment of Program (AOP) lists
showing cumulative teaching hours and used in the assignment and selection of courses to teach:

RETENTION: 0 after superseded or obsolete

156 CO2 1022, MI1 881

Faculty and faculty-student research records,
maintained separate from faculty personnel records and student individual academic records

a Published books, papers, journal articles, and other materials made available to the public:
RETENTION: PERMANENT

b Other records, including but not limited to records summarizing and publicizing research, and research files which are not the personal property of the researchers:
RETENTION: 1 year after research concluded or otherwise terminated
NOTE: Depending on the nature of the research, some of these files may be valuable for other researchers as well as in documenting research sponsored by and conducted at the college, and should be appraised for potential permanent retention. Appraisals of research files should involve consultation with both members of the faculty and acknowledged professionals in the respective field.

Alumni

157 CO2 76, MI1 65

Alumni contact records
including but not limited to name, address, occupation, degree attained, marital status, and summary records of financial contributions of alumni:

RETENTION: 0 after superseded or obsolete

158 CO2 1023, MI1 882

Alumni directory
or other master summary record of alumni and all other degree recipients, such as published alumni catalog, providing names of alumni, years of graduation, and other information such as degrees granted and place of residence:

RETENTION: PERMANENT

Athletics

159 CO2 77, MI1 66

Player recruitment/scouting file
concerning recruitment of student athletes for college sports programs, including but not limited to scouting reports, lists of prospects, recruitment proposals, and correspondence

a For student athletes entering college:
RETENTION: 3 years after graduation or date of last attendance

b For student athletes who do not enter college:
RETENTION: 0 after no longer needed

160 CO2 78, MI1 67
Athletic scholarship file
including but not limited to applications, recommendations, authorization of awards, financial statements, accounting data, and correspondence:

RETENTION: 6 years

161 CO2 81, MI1 70
Athletic program records

a Lists of athletes or participants, records of intercollegiate competitions and intramural athletics, and other records except scouting and training videotapes and other records:
RETENTION: 6 years
NOTE: Appraise these records for historical significance prior to disposition. Official score and record books, team and action photographs, and videotapes of and programs for intercollegiate competitions may have historical value in documenting intercollegiate student athletics. Records with historical value should be retained permanently. Health-related records are found in the Public Health section of this Schedule. Athletic training records are covered by item no. 164.

b Videotapes, reports and other records used for scouting and training purposes:
RETENTION: 0 after no longer needed

162 CO2 1024, MI1 883
Records of gender equity in athletics,
including audit and self-evaluation records for male and female athletes and related records, including any records created pursuant to Title IX of the Education Amendments of 1972, codified in Sections 1681-1688 of 20USC, and Section 106.41 of 34CFR:

RETENTION: 6 years
NOTE: For related reports and records on athletic program activities, see item no. 196 in the Miscellaneous subsection of this section.

163 CO2 1025, MI1 884
Substance or alcohol abuse testing records
for individual athlete, not included in student health services case record

a Positive test results and related records:
RETENTION: 6 years after last entry

b Negative test results:
RETENTION: 3 years

164 CO2 1026, MI1 885
Athletic training records,
including but not limited to records of training provided individual athletes and staff:

RETENTION: 6 years after last entry

165 CO2 112, MI1 101
Athletic health information report
determining student eligibility to participate in campus sports activities:
RETENTION: 6 years

Counseling Services

166 CO2 83, MI1 72
Student counseling records,
including but not limited to request for assistance relating to emotional, psychological, personal, social, academic, or placement and career planning concerns, and also covering tutoring and mentoring services provided for and received by students:
RETENTION: 6 years

167 CO2 84, MI1 73
Academic termination record
containing information about transfer to another college, reason for termination, or future plans of student:
RETENTION: 0 after no longer needed

168 CO2 85, MI1 74
List of student appointments
including slips, return cards or counseling schedules:
RETENTION: 0 after obsolete

169 CO2 86, MI1 75
Statistical compilation or reports of students served:
RETENTION: 0 after no longer needed

170 CO2 87, MI1 76
Catalogs and related public relations information
received from other academic, vocational or educational institutions:
RETENTION: 0 after no longer needed

171 CO2 1027, MI1 886
Career placement records,
including but not limited to records of on-campus visits and interviews, job fairs, employer information sessions, and job searches, but not including individual student counseling records:
RETENTION: 0 after no longer needed

Development

172 CO2 89, MI1 78
Donor (and prospective donor) information records
containing information on individuals, organizations, foundations, or corporations:
RETENTION: 0 after no longer needed
NOTE: Detailed records of specific gifts to a community college are covered by item no. 45 in the General Administration section.

Disabled Students

173 CO2 90, MI1 79
Student file
including but not limited to information on disability, correspondence with student's sponsoring agency, orders for special equipment, and notes of contacts with counselors:
RETENTION: 6 years after graduation or date of last attendance

174 CO2 92, MI1 81
Staff development materials
relating to instructor orientation to disabled students and general disabilities:
RETENTION: 0 after obsolete

Financial Aid

175 CO2 95, MI1 84
Student financial aid records
including but not limited to Free Application for Federal Student Aid (FAFSA) reports, applications for assistance, financial aid disbursement records, copies of income tax forms, financial aid transcripts from other schools, award and declination notices, verifications for non-taxable income and other tax-related records, instructor requests for work-study student, student work-study job descriptions, copies of work-study time records to verify hours with student schedule, and veteran's service information:
RETENTION: 6 years

176 CO2 1028, MI1 887
Financial aid reports
(state, federal, and other) covering multiple students, including but not limited to Tuition Assistance Program (TAP) reports:
RETENTION: 6 years

NOTE: Appraise these records for continuing administrative or historical value prior to disposition. Records with historical value should be retained permanently. Reports containing information showing trends in student financial aid over time may be valuable for planning and other decision-making as well as research purposes.

Fiscal

177 CO2 96, MI1 85
Admissions collection record,
including but not limited to record of receipts and log of operations:
RETENTION: 6 years

178 CO2 97, MI1 86
Student's individual account records,
covering credit, non-credit, or continuing education courses, housing, food, laboratory and equipment use, and other fees, charges and expenses, and also including tuition waivers:
RETENTION: 6 years after last entry
NOTE: See item no. 514 in the Fiscal section, General Accounting and Miscellaneous subsection, for other billing records.

179 CO2 98, MI1 87
Fiscal reports submitted to or received from the State University of New York (SUNY)
including operating report (budget) and annual report (year-end):
RETENTION: 6 years

Housing

180 CO2 113, MI1 102
Residency occupancy records
including but not limited to room and board contracts and room assignment, and records pertaining to damage of dormitory equipment and furnishings:
RETENTION: 6 years after expiration of contract or room assignment

181 CO2 115, MI1 104
Off-campus rental records
including lists of landlords and/or listings indicating apartments or rooms available:
RETENTION: 0 after superseded or obsolete

♦ **182**

Fire safety disclosure records for on-campus student housing

a Annual fire safety and compliance reports:
RETENTION: PERMANENT

b Log of all reported fires:
RETENTION: 7 years
NOTE: Appraise records relating to significant fires for historic value.

c Fire statistics, including supporting materials:
RETENTION: 7 years after the end of the calendar year in which summarized data was first published in a fire safety and compliance report

Instruction

183 CO2 116, MI1 105
Course listing
created for administrative convenience, containing department list of classes:
RETENTION: 0 after superseded

184 CO2 117, MI1 106
Instructor's course syllabus or lesson plan:
RETENTION: 0 after no longer needed by community college
NOTE: The community college may wish to retain representative or outstanding course syllabi for future reference, as well as any useful class reading lists or bibliographies.

185 CO2 118, MI1 107
Instructor's grade records, test scores, and marking sheets,
including records documenting the evaluation of scientific models, biological specimens, chemical compounds or other objects or materials produced in lab or shop settings:
RETENTION: 2 years

186 CO2 119, MI1 108
List of students majoring in a field of study:
RETENTION: 0 after superseded

187 CO2 120, MI1 109
Class schedule
including class title, location, dates, and time of meeting:
RETENTION: 6 years

188 CO2 121, MI1 110
Completed examination test papers and answer sheets:
RETENTION: 6 months after course completion

189 CO2 1029, MI1 888
Course or laboratory attendance records
necessary to provide documentation for student financial aid or other purposes:
RETENTION: 6 years

190 CO2 123, MI1 112
Records relating to tax-free use of alcohol
for educational purposes:
RETENTION: 6 years after expiration of permit or denial of application

191 CO2 124, MI1 113
Evaluations of course instructor:
RETENTION: 3 years

192 CO2 126, MI1 115
Records of hypodermic syringes and needles
acquired for educational use or for administration of vaccines and other controlled substances to students and/or employees

a Certificate of need for educational use:
RETENTION: 6 years after certificate expires

b Other records, including records of purchase, inventory, destruction, loss or theft:
RETENTION: 6 years

Miscellaneous

193 CO2 69, MI1 58
Chartering documents and establishment plan
concerning the community college's corporate status and degree-granting authority, including background materials:
RETENTION: PERMANENT

194 CO2 129, MI1 118
Fire safety inspection reports prepared pursuant to Section 807-b, Education Law:
RETENTION: 3 years
NOTE: Although Section 807-b of Education Law authorizes community college officials to destroy these reports after 3 years, the State Archives strongly urges that the "official" or "record" copies of these reports be retained for 21 years to meet possible legal needs, including personal injury litigation that may involve minors.

195 CO2 80, MI1 69
Special event file

a Official copy of any program or promotional literature or photograph of events or games:

RETENTION: PERMANENT

b Background materials and supporting documentation:
RETENTION: 6 years

196 CO2 1030, MI1 889

Institutional information/reports which must be sent or made available
to enrolled and prospective students and the public, under Sections 668.41, et seq. of 34CFR, including related records, exclusive of campus security records required under Section 668.46 of 34CFR
NOTE: For campus security records see item no. 198, as well as items found in the Public Safety section of this Schedule.

a Financial assistance information, institutional information, completion or graduation rate information, completion or graduation rates for student-athletes report, and athletic program participation rates and financial support data report:
RETENTION: 6 years after issued, superseded or obsolete, whichever is later
NOTE: Institutional information and reports may have long-term value to document college policies and the status of various college programs, especially if that information is not readily available in catalogs or other sources. For that reason, officials may wish to retain these records permanently to document these policies and programs.

b Notice of availability of information/reports as distributed or made available to enrolled and prospective students:
RETENTION: 3 years after issued, superseded or obsolete, whichever is later

c Designation of employee(s) authorized to assist enrolled and prospective students obtain the information/reports:
RETENTION: 3 years after superseded

197 CO2 1031, MI1 890

Commencement records

a Official copy of commencement program or other publication:
RETENTION: PERMANENT

b Other commencement records, including but not limited to copies of speeches, press clippings and press releases, and event planning and logistics records:
RETENTION: 6 years
NOTE: Appraise these records for historical significance prior to disposition. Records such as speeches and photographs may have continuing value for historical or other research and should be retained permanently. Contact the State Archives for additional advice.

♦ **198** CO2 1032, MI1 891

Campus safety records
NOTE: College security units should use the Public Safety section of this Schedule whether or not they have been recognized as accredited law enforcement agencies. This item covers records that must be maintained under Section 668.46 of 34CFR (Institutional Security Polices and Crime Statistics). Sexual offense or alcohol or drug

abuse investigation records are covered by item no. 1222 in the Public Safety section, Law Enforcement: General subsection. Lists and other records of parolees and sex offenders are covered by item nos. 1274 and 1275 in the Public Safety section, Law Enforcement: Miscellaneous subsection. Accident or incident reports that are not crime related are covered by item nos. 31 and 32 in the General Administration section. For building security records and video recordings maintained for security purposes, see item nos. 811 and 846 in the Public Property and Equipment section.

a Annual security report:
RETENTION: PERMANENT

b Notice of availability of the annual security report and related records as distributed or made available to enrolled and prospective students and current and prospective employees:
RETENTION: 6 years after issued, superseded or obsolete, whichever is later

c Designation of employee(s) authorized to assist enrolled and prospective students obtain the annual security report and related records:
RETENTION: 3 years after superseded

d Crime statistics, including lists of crimes by location and relevant maps, other than those statistics included in the annual security report:
RETENTION: 3 years

e Crime logs, crime reports, records of arrests and referrals for disciplinary action, timely warnings of threats to campus safety, and other records used to compile annual security report:
RETENTION: 6 years

f Missing student notification policy and procedures, including supporting materials:
RETENTION: 6 years after policy and procedures are superseded

g Emergency response and evacuation policy and procedures, including supporting materials:
RETENTION: 6 years after policy and procedures are superseded

199 CO2 135, MI1 124
College-related reports, studies or data queries,
including their supporting documentation, covering subjects such as institutional research, graduation rates, enrollment projections, ethnicity and other student profiles, faculty-student class ratios, honors lists, and fiscal matters

a Annual or semester reports submitted to the U.S. Department of Education, State University of New York (SUNY), or local sponsor(s), including the institutional profile, other reports, studies or queries having legal or fiscal value, and verifications of data following submission by the college:
RETENTION: 6 years
NOTE: Appraise these records for historical significance prior to disposition. Some of these reports and studies, including their detailed documentation, may contain significant information valuable for long-term planning as well as historical and other research. Contact the State Archives for additional advice.

b Reports, studies or queries having no legal or fiscal value, such as daily activity or other routine internal reports:

RETENTION: 0 after no longer needed

200 CO2 1033, MI1 892

Student activity or organization records

a Lists of members or participants, records of activities, competitions and performances, and other records of officially supported student activities and organizations except scouting records and scouting and training videotapes:

RETENTION: 6 years

NOTE: Appraise these records for historical significance prior to disposition. Photographs and videotapes of programs for certain competitions and performances may have historical value in documenting student activities. Records with historical value should be retained permanently. Parental consents are covered by item no. 174 in the Student Records subsection. Health related records are found in the Public Health section.

b Scouting reports and videotapes used for scouting and training purposes, not associated with intercollegiate athletics:

RETENTION: 0 after no longer needed

201 CO2 1034, MI1 893

Food management records

a Program participation or other legal agreement or contract, including attachments and amendments:

RETENTION: 6 years after termination of agreement

b Other program records, including but not limited to application to participate as a sponsor, individual student participation application records, meal counts and dietary services studies, requisition and approval of requisition for donated commodities, menus, and fiscal records such as adding machine tapes, purchase orders, claims and vouchers:

RETENTION: 6 years

202 CO2 1035, MI1 894

Food inspection and investigation records,

including inspection report for preparation or serving area and food sanitation complaint investigation records

a When any significant problem is encountered:
RETENTION: 3 years after oldest person involved attains age 18

b When no significant problem is encountered:
RETENTION: 3 years

♦203

Radiation use log

including student name, date, film size, quantity, screen, and length of time in laboratory where radiation is in use:

RETENTION: 4 years after graduation

President

204 CO2 130, MI1 119

President's office files

including but not limited to correspondence, memoranda, reports, studies, publicity items, contracts and other legal documents, and also including association or organization membership files covering affiliation with or membership in professional, education or civic groups, including the National Junior College Athletic Association (NJCAA), by the college as a whole or some department or unit thereof

a Where file documents a significant subject, or major policy-making or program-development process:
RETENTION: PERMANENT

b Where file documents routine activity:
RETENTION: 6 years or 6 years after expiration of contract, as appropriate

Student Records

♦ **205** CO2 71, MI1 60

Admissions records

including but not limited to application, entrance examinations and reports, letters of recommendation, transcripts from secondary schools and other colleges and universities, acceptance letters, advanced placement records, evaluations, and supporting documentation

a For applicants who are accepted and attend:
RETENTION: 6 years after graduation or date of last attendance
NOTE: If admission records for students who enter are made part of student records, see item no. 206. Duplicate copies retained by a separate admissions office can be disposed of when no longer needed.

b For applicants who are accepted and do not attend, and applicants who are not accepted:
RETENTION: 3 years following date of exclusion or end of permitted enrollment period for accepted applicants
NOTE: Community colleges may wish to keep these records longer for international students, for convenience of access by both college personnel and the prospective or accepted students.

206 CO2 132, MI1 121

Student academic records

a Student permanent academic record (transcript):

RETENTION: PERMANENT

b Change of grade documents, withdrawal authorizations, graduation certification, Social Security certification, student roster and attendance verification records such as class roster, or final grade listing and student schedule:

RETENTION: 6 years

c Other student records including but not limited to academic action authorizations (dismissals and/or notification of problems); employment placement records; records of internships served; records of selection for and participation in remedial assistance, second language, academic honors, or other special academic programs; and assessment of life/work experience information for academic credits:

RETENTION: 6 years after graduation or date of last attendance of student(s) involved

d Change in Social Security number record, application for veteran's benefits and enrollment certification and related records:

RETENTION: 3 years

e Application for graduation, change of course (drop/add) records, credit/no credit (audit) approval, name and/or sex change authorization, pass/fail request, registration form, and request by student for transcript or other record:

RETENTION: 1 year

f Unclaimed diplomas:
RETENTION: 1 year
NOTE: Community colleges may wish to keep these records longer for convenience of both college personnel and graduates who may request their diploma at some later date.

207 CO2 1036, MI1 895

Non-credit and continuing education records

a Individual attendee records, including but not limited to residence verification, program participation application, summary of participant achievements and attendance, record of courses taken including grades and test results, but excluding test papers and answer sheets:
RETENTION: 6 years
NOTE: If participation in a non-credit or continuing education course is pertinent to an enrolled student's academic requirements, attendee records should be maintained as part of the student's academic records as indicated by item no. 206.

b Test papers and answer sheets:
RETENTION: 6 months

♦ **208** CO2 1037, MI1 896

Student information system

containing electronic information on academics, financial matters, and other aspects of student life

NOTE: If the student information system is used as the sole means to maintain records

covered by other items in the Schedule, then the retention requirements of those items would apply. If not, follow the retention periods below. Financial aid records are covered by the Financial Aid subsection.

a Basic data on any student contained in or produced by an automated student information system, including name, age, sex, personal identification (social security number or other number used to identify student), address, grade and/or class, courses taken, and grades:
RETENTION: 0 after no longer needed
NOTE: This information may be valuable for long-term planning and evaluation purposes by college administrators, and for instances where students reenter the college later in life. In addition, it may be useful in historical or other research. Creation of a "history file" in the information system may be a useful way to maintain this more important information. Contact the State Archives for additional advice. If the official record of the student permanent academic record (transcript) is maintained in this system, it must be retained permanently; see item no. 206.

b Detailed data on any student contained in or produced by an automated student information system, other than financial aid data:
RETENTION: 6 years

209 CO2 133, MI1 122

Records of compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA) and related legislation

concerning access to student education records and participation in surveys on or activities in designated areas

a Request for hearing on content of student education records, decision of hearing, and student statement on content of disputed record:
RETENTION: Retain for the same period the disputed records are maintained

b Record of requests for access to and disclosures of personally identifiable information from the student education records, as required by FERPA regulations:
RETENTION: Retain for the same period the requested records are maintained
NOTE: For records of requests for student information which are not subject to FERPA requirements, see item no. 53 in the General Administration section. Requests by students for information on themselves are covered by item no. 206e, above.

c Request for nondisclosure of directory information or non-participation in surveys on or activities in designated areas:
RETENTION: 1 year after request is terminated or is no longer valid or 1 year after the concerned records are no longer maintained

d Consent for records disclosure:
RETENTION: 1 year after consent is terminated or 1 year after the concerned records are no longer maintained

e Waiver of right to inspect and review confidential letters and statements placed in student education records:

RETENTION: 1 year after waiver is terminated or 1 year after the concerned records are no longer maintained

f Directory Information Policy Statement:
RETENTION: PERMANENT

g Annual or other notice of rights under FERPA or related legislation concerning access to student records or participation in surveys on or activities in designated areas:
RETENTION: 3 years after issued or superseded or obsolete, whichever is later

210 CO2 134, MI1 123
Proof of residence records

a Community college copy of certificate of residence:
RETENTION: 6 years

b Lists of students residing in different political jurisdictions:
RETENTION: 1 year after superseded or obsolete

211 CO2 136, MI1 125
Scholarship records

a Individual scholarship file including but not limited to applications, list of eligible candidates, list of competition winners and alternates, recommendations, authorization of awards, financial statements, accounting data, reports, and correspondence:
RETENTION: 6 years

b List of scholarships awarded students:
RETENTION: PERMANENT

212 CO2 1038, MI1 897
Records of gifts and prizes (other than scholarships) awarded students:
RETENTION: 3 years

213 CO2 1039, MI1 898
Student degree and grade audit records,
other than those found in the student academic records, covered by item no. 206:
RETENTION: 6 years

214 CO2 1040, MI1 899
Student disciplinary records,
including but not limited to suspension notice, suspension hearing record, probationary condition adherence record, expulsion records, correspondence, fine assessment, and related records:
RETENTION: 6 years after the end of the academic year

215 CO2 128, MI1 117
Student grievance records
including but not limited to grievance, investigative records, hearing proceedings,

decision rendered, student appeal, records of arbitration procedure, final decision and correspondence:

RETENTION: 6 years after grievance resolved

216 CO2 1041, MI1 900

Recruitment records,

other than recruitment of individual student athletes, including but not limited to plans and strategies, lists of potential students, records of socio-ethnic composition of student body, records of college planning workshops and visits by parents and prospective students, and relevant statistics, exclusive of records of individual prospective students as covered by item no. 217:

RETENTION: 3 years

217 CO2 1042, MI1 901

Records relating to individual prospective students who do not apply for admission,

including resumes:

RETENTION: 1 year

♦218

Student coursework,

including papers, homework and other assignments, whether or not graded:

RETENTION: 1 full semester after the course has ended

219 CO2 82, MI1 71

Parental consent record:

RETENTION: 6 years

220 CO2 1043, MI1 902

Nursing education program eligible list of candidates,

received from New York State Education Department:

RETENTION: 3 years after the end of the academic year