

**EASTERN WEST VIRGINIA COMMUNITY & TECHNICAL COLLEGE  
REGULATION NO. – AR-6.9**

**TITLE: RECORDS RETENTION REGULATION**

**1. General Information.**

1.1 Scope: This policy requires that different types of business records of Eastern West Virginia Community & Technical College (hereinafter called the “College”) be retained for specific periods of time and that outdated records are properly destroyed.

1.2 Authority: W.Va. Code §18B-1-6

1.3 Effective Date: **March 8, 2016**

**2. Statement of General Policy.**

2.1 The College is subject to numerous record retention requirements as mandated by Federal and State laws and regulations. The College requires that financial and operational records be maintained in a consistent and logical manner and be retained in

3.2 **Business Record:** a financial or operational record that is currently being used, or will be used, by the administrative unit that received or generated the record. Records may

remain active for varying numbers of years, depending on the purposes for which they were created. The unit has the responsibility of determining the spaces required and the

quantity needed for the records. Business records can be electronic records

## 5. Unit Responsibilities.

5.1 Deans and/or their designee(s) are responsible for establishing appropriate record

retention management practices in their administrative units. Each Dean or designee must:

- 5.1.1 Implement the unit's record management practices and conduct periodic in-services for unit personnel and information sessions for new employees;
- 5.1.2 ~~Review that these record management practices are consistent with this regulation.~~

## **8. General Retention Requirements for Financial Records**

### **8.1 Financial Aid Records.**

**8.1.1** Numerous regulations govern the record keeping requirements for financial

aid records. Any records, reports and forms pertaining to financial aid that are not otherwise covered by the requirements set forth below should be kept for three (3) years from the end of the award year in which the report was submitted. The following general requirements are for the Higher Education

from the date that the tax return is due or tax is paid, whichever is later. All  
employment tax records should be considered confidential

8.2.3 Because there are exceptions to the retention rules, the Colleges require that  
general financial (tax) records and supporting documents be maintained for  
seven (7) years from the date the applicable tax return is due or tax is paid

whichever is later.

### 8.3 Accounts Payable Records.

8.3.1 Accounts payable records (e.g., travel authorizations, expense reports, petty

9.2.1.1 Records pertaining to hiring, promotion, demotion, transfer, layoff or termination, rates of pay and other terms of compensation;

9.2.1.2 Records pertaining to composition of a work force according to race, ethnicity, sex and disabilities as defined

pursuant to Title VII of the Civil Rights Act of 1964 and the Americans with Disabilities Act;

9.2.1.3 Records pertaining to the Colleges' Affirmative Action Compliance Program (AAPC) and any complaints thereunder;

9.2.1.4 Records pertaining to tests or selection criteria used as the basis of employment decisions, and the impact of such tests and criteria upon employment opportunities of persons of race, sex or ethnic group.

9.2.2 Records pertaining to the Colleges' Affirmative Action Compliance Program (AAPC) and any complaints thereunder;

opposite sex in the same establishment must also be kept for a period of three (3) years.

9.2.3 The Age Discrimination in Employment Act (ADEA) requires employers to maintain employee records containing names, addresses, dates of birth, occupations, rates of pay and compensation for a period of three (3) years.

five (5) years from the end of the year to which they refer.

9.4.3 Employee medical records are also subject to the Family Medical Leave Act (FMLA) and/or the ADA, and must be stored and secured in a segregated file separate from other employee information.

digitized, and stored as electronic media and the original documents

sponsored project must be  
Period of three (3) years, from the date of submission of the final  
expense report or, for awards that are renewed quarterly or annually, from the  
date of the submission of the quarterly or annual financial report. Because there  
are some exceptions to this rule,

financial documents for ten  
(10) years from the date of creation.

### 11. General Retention Requirements for Student Affairs

may be destroyed  
upon the student's graduation.

### General Summary Statement of Administration

under changing conditions. Eastern reserves the  
right to revoke



DR. CHARLES FERRELL, PRESIDENT

3/29/16

DATE