CECIL COLLEGE

TITLE: Record Retention Policy for Student Affairs

Initial Action:	October 28, 2026
Board Resolution:	26-051
Last Revised:	
Policy:	October 28, 2026
Procedure:	October 28, 2026
Last Reviewed:	
Effective:	October 28, 2026
Next Review:	October 2029
Policy Owner:	Student Affairs Division

POLICY:

Cecil College recognizes that accurate and effective record keeping related to the functions of Student Affairs is vital to the continued operation of the College and is critical in meeting legal obligations. Records management is the efficient and systematic control of the maintenance, use, and disposition of records. These records include, but may not be limited to, documentation pertaining to admissions, student information, class lists, consent forms, enrollments verifications, grades, graduation, registration information, score reports, student appeals, student financial aid, student conduct records, discipline files, and transcript information. A Records Management Process has been established for the Student Affairs Division to support:

- Providing evidence of compliance with Federal, State and/or Local government regulations,
- Protecting the College, students, personnel, and trustees in the event of litigation, government investigation and/or audit,
- Ensuring the integrity of records retention and effective records management of the College in compliance with the Family Educational Rights and Privacy Act Policy (FERPA),
- Preserving the students' academic history of the College.

PROCEDURE:

In order to accomplish the goals of the Records Management Program, retention periods should be assigned to all records created by the Student Affairs Division. With the retention periods in place, control of records inventory will be more efficient.

Records are defined as any documentary material in any form created or received in connection with the transaction of business and includes: (i) written materials, email, books, photographs, photocopies, publications, forms, microfilms, tapes, computerized

records, maps, drawings, and other materials in any format as well as (ii) data generated, stored, received, or communicated by electronic means for use by, or storage in, an information system or for transmission from one information system to another.

A. Following legal requirements established in the Code of Federal Regulations 2 CFR 200.334 Retention Requirements for Records, guidelines set forth in COMAR 14.18.02, and standard management practices for business, a retention period for all Student Affairs records will be established.

B. Retention Periods will be documented in a Records Retention Schedule. The Records Retention Schedule groups records within the following areas:

1. Financial Aid Department
2. Records and Registration Department
3. Student Life Department

C. These offices become the custodian of record within their groups, and each is responsible for:

1. Implementing and monitoring records management practices pursuant to this policy.
2. Updating the Records Retention Schedule as applicable.
3. Training staff on importance of effective records management practices.
4. Preserving records as required under this policy.
5. Disposing or archiving of records upon approval and within the parameters set forth in the Records Retention Schedule.
6. Establishing safeguards against damage, removal, or loss of records.

D. Records within each group are put into categories according to their related activity. A brief description of the record along with the retention period is included in the Records Retention Schedule.

E. Revisions to the Records Retention Schedule must be approved by the President.

Retention periods will be documented in a Records Retention Schedule:

Topic/Documentation	**Retention**	**Responsible Entity**
ACT Score Report	1 year after the Admissions Application, then destroy.	Records and Registration Department
Add/Drop Form	5 years after the date	Records and Registration

	submitted, then destroy.	Department
Admissions Application	1 year after non-attendance, then destroy; 2 years for enrolled students with no registration activity for six consecutive terms including summer sessions (two calendar years), then destroy; 5 years after graduation, then destroy.	Records and Registration Department
AP Score Report	5 years after non-attendance, then destroy; 5 years after last date of attendance, then destroy; 5 years after graduation, then destroy.	Records and Registration Department
Appeal For Refund Form	9 years, then destroy.	Records and Registration Department
Attendance Sheets	5 years after the course end date, then destroy.	Records and Registration Department
Catalog	Permanent.	Records and Registration Department
Change of Student Information Form	5 years after last date of attendance, then destroy; 5 years after graduation, then destroy.	Records and Registration Department
CLEP Score Report	5 years after non-attendance, then destroy; 5 years after last date of attendance, then destroy; 5 years after graduation, then destroy.	Records and Registration Department
Consent To Release Form	Permanent.	Records and Registration Department
Course Overload Form	5 years after last date of attendance, then destroy; 5 years after graduation, then destroy.	Records and Registration Department

Course Substitution Form	5 years after last date of attendance, then destroy; 5 years after graduation, then destroy.	Records and Registration Department
Credit Reconciliation Form	5 years after last date of attendance, then destroy; 5 years after graduation, then destroy.	Records and Registration Department
Enrollment Verification Form	5 years after last date of attendance, then destroy; 5 years after graduation, then destroy.	Records and Registration Department
Evaluation of Prior Learning Form	5 years after non-attendance, then destroy; 5 years after last date of attendance, then destroy; 5 years after graduation, then destroy.	Records and Registration Department
Financial Aid (Federal, State, and Veteran Aid)	3 years from the end date of the academic year in which the student last had enrollment, then destroy.	Financial Aid Department
Grade Change Form	Permanent.	Records and Registration Department
Graduation Application	5 years after graduation, then destroy.	Records and Registration Department
Graduation Audit Form	5 years after graduation, then destroy.	Records and Registration Department
Graduation Ceremony Program Booklet	Permanent.	Records and Registration Department
Graduation List	Permanent.	Records and Registration Department
Independent Study Registration Form	5 years after non-attendance, then destroy; 5 years after last date of attendance, then destroy; 5 years after graduation, then destroy.	Records and Registration Department

Non-Disclosure of Directory Information	Permanent.	Records and Registration Department
Post-Deadline Withdrawal Form	5 years after last date of attendance, then destroy; 5 years after graduation, then destroy.	Records and Registration Department
Program of Study Change Form	5 years after non-attendance, then destroy; 5 years after last date of attendance, then destroy; 5 years after graduation, then destroy.	Records and Registration Department
Registration Form	5 years after non-attendance, then destroy; 5 years after last date of attendance, then destroy; 5 years after graduation, then destroy.	Records and Registration Department
Registration Form (Non-Credit Form)	5 years after course end date, then destroy.	Records and Registration Department
SAT Score Report	1 year after the Admissions Application, then destroy.	Records and Registration Department
Student Code of Conduct /Discipline Records	5 years in Maxient system, then destroy. Suspensions and Expulsions permanent.	Vice President of Student Affairs and Director of Student Life
Subpoenas	Permanent.	Records and Registration Department
Transcript Evaluation Form	5 years after non-attendance, then destroy; 5 years after last date of attendance, then destroy; 5 years after graduation, then destroy.	Records and Registration Department
Transcripts (Colleges, Universities, Military Training)	5 years after non-attendance, then destroy;	Records and Registration Department

	5 years after last date of attendance, then destroy; 5 years after graduation, then destroy.	
Transcripts (High School)	5 years after non-attendance, then destroy; 5 years after last date of attendance, then destroy; 5 years after graduation, then destroy.	Records and Registration Department
Transcript Request Form	1 year after the date submitted, then destroy.	Records and Registration Department
Under Age 16 Enrollment Permission Form	2 years after non-attendance, then destroy; 5 years after last date of attendance, then destroy; 5 years after graduation, then destroy.	Records and Registration Department
Under Age 16 Special Admissions Form	2 years after non-attendance, then destroy; 5 years after last date of attendance, then destroy; 5 years after graduation, then destroy.	Records and Registration Department
Under Age 16 Statement of Understanding Form	2 years after non-attendance, then destroy; 5 years after last date of attendance, then destroy; 5 years after graduation, then destroy.	Records and Registration Department
Visa & Applicable Immigration Documentation	5 years after non-attendance, then destroy; 5 years after last date of attendance, then destroy; 5 years after graduation, then destroy.	Records and Registration Department
Waitlist Form	1 year after the date submitted, then destroy.	Records and Registration Department
Waiver of Prior Failing Grades Form	5 years after last date of attendance, then destroy; 5 years after graduation,	Records and Registration Department

	then destroy.	
Withdrawal Form	5 years after last date of attendance, then destroy; 5 years after graduation, then destroy.	Records and Registration Department

Litigation Hold:

Human Resources may receive legal notification to impose a litigation hold to preserve specific documents and records. As soon as Human Resources is made aware of this information, a litigation hold directive will be issued to the legal custodian. The litigation hold directive overrides any record retention schedule that may have otherwise called for the transfer, disposal, or destruction of the relevant documents until the Executive Director of Human Resources has cleared the hold.

If a litigation hold is placed with respect to certain documents, there is a legal duty to maintain these documents in their original form, and they should not be destroyed or altered until resolution.

A "Records Clean-Up" will be conducted once a year and verification that records were destroyed will be done. During this time Student Affairs Staff will:

1. Review the current retention periods and update the Records Retention Schedule as applicable,

2. Purge office files as applicable,

3. Arrange for the transfer of records to archives, and,

4. With proper authorization, handle disposition of obsolete records.