Inactive Records Center maintains College records that are required to be kept for a period of time and are not used on a regular basis (inactive). The schedule below relates to Instructional Records. If you have questions, please contact us by email at: recordsmanagement@corning-cc.edu For more information please visit: http://corning.libguides.com/recordsmanagement

Schedule MI-I

INSTRUCTION

1.[105] Course listing created for administrative convenience, containing department list of classes:

RETENTION: 0 after superseded

♦ ♦ 2.[106] Instructor's course syllabus or lesson plan:

RETENTION: 0 after no longer needed by community college

CCC Standard – ADIs will maintain and electronic version in network folder for 7 years – 8/26/2015

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.

♦ 43.[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

4.[108] List of students majoring in a field of study:

RETENTION: 0 after superseded

5.[109] Class schedule including class title, location, dates, and time of meeting:

RETENTION: 6 years

♦ 6.[110] Completed examination test papers and answer sheets:

RETENTION: 6 months after course completion

♦ ♦ 7.[888] Course or laboratory attendance records necessary to provide documentation for student financial aid or other purposes:

RETENTION: 6 years

♦ ♦ Records relating to tax-free use of alcohol for educational purposes:

RETENTION: 6 years after expiration of permit or denial of application

8.[112] Evaluations of course instructor:

RETENTION: 3 years

9.[113] 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

CCC Standard – ADIs will keep unfilled final examinations electronically in offices. 01/11/2018

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