

**Ozark Christian College**  
**Record Retention Policy**  
**11-4-25**

**I. Purpose**

A system of managing College records ensures that the college handles and maintains information according to legal, fiscal, administrative, and historical needs. Proper controls ensure the proper destruction of college records to protect privacy when the records are no longer needed.

**II. Policy**

Ozark Christian College (“College”) requires that certain records (“Records”), as defined herein, regardless of format, be disposed of or retained for specific periods of time in accordance with legal and/or other institutional requirements, or for historic value. The college has designated official repositories and procedures to manage the retention and disposal of Records according to the procedures outlined in this policy to ensure the safety and security of Records. Records include any form of recorded information, regardless of physical characteristics, that is created, received, recorded, or legally filed in the course of college business or in the college's or legal obligations.

College records serve as evidence of the college's organization, functions, policies, decisions, procedures, operations, transactions, or other activities. The college’s fiscal year begins on July 1 and ends on June 30 the following year.

**III. Procedure**

**A. Physical Records Retention:** The college follows the Records retention procedures outlined in the following Records Retention Schedule. Records that are not listed but are substantially similar to those listed in the schedule will be retained for an equivalent length of time.

**B. Electronic Records Management, Security and Destruction:** The college retains electronic Records and records as if they were physical Records. Therefore, any electronic Records that fall into one of the document types on the above schedule are for the appropriate amount of time. The Director of Information Technology (IT) oversees the retention, backup, and maintenance of electronic Records.

**C. Physical Records Destruction:** The General Counsel is responsible for the ongoing process of identifying Records, which have met the required retention period and overseeing their destruction. In the event of an official investigation or lawsuit, Records destruction may be suspended. Records destruction is reinstated upon conclusion of the investigation.

**D. Compliance:** Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against the college and its employees and possible disciplinary action against responsible individuals. The Chief Operations Officer will periodically review these procedures with legal counsel or the organization’s auditor to ensure compliance with new or revised regulations.

## E. Records Retention Schedule:

Type Of Record	Official Repository	Retention Duration
<b>Academic / Student Records</b>		
Academic Integrity Code violations	Academic Office	Permanently
Admissions Data For Students Who Did Not Enroll	Admissions Office	1 Year After Acceptance Or Rejection
Admissions Data For Enrolled Students	Registrar's Office	3 Years After Graduation or Last Term Of Last Attendance
Change Of Course Form	Registrar's Office	1 Year After Submission
Annual FERPA Release Forms	Registrar's Office	3 Years After Graduation or Last Term of Attendance
Academic Standing Letters	Registrar's Office	3 Years From Last Term Of Attendance
Academic Standing List	Registrar's Office	25 Years Or Administrative Need Is Satisfied
Application For Graduation	Registrar's Office	3 Years From Last Term Of Attendance
Grade Sheets	Registrar's Office	Permanently
Academic Catalogs	Registrar's Office	Permanently
Graduation Programs	Registrar's Office	Permanently
Suspension Records	Registrar's Office	3 Years After Graduation Or Last Term of Attendance
Transcripts – Ozark Christian College	Registrar's Office	Permanently
Transcripts - Other School Or College	Registrar's Office	3 Years After Graduation or Last Term of Attendance
Withdrawal Forms	Registrar's Office	2 Years
Title IX Records	Student Affairs Office	7 Years From Last Term Of Attendance
Student Disciplinary Records	Student Affairs Office	3 Years After Graduation Or Last Term Of Attendance
FSA School Eligibility Records	Student Financial Services	Maintain Current Applications And Approvals
FSA Student Eligibility Records	Student Financial Services	3 Years After The End Of The Award Year In Which The Student Last Attended
Campus-based Records	Student Financial Services	3 Years From Submission Of FISAP
Loan Program Records	Student Financial Services	3 Years After The End Of The Award Year In Which The Student Last Attended
Pell Grant Records	Student Financial Services	3 Years After The End Of The Award Year That The Aid Was Awarded
Financial Aid Records For Enrolled Students	Student Financial Services	3 Years After The End Of The Award Year In Which The Student Last Attended
Accounts Receivable - Student Accounts	Student Financial Services	3 Years After The End Of The Award Year In Which The Student Last Attended

<b>Accounting And Bank Records</b>		
Accounts Payable, Check Registers, And Invoice Postings	Business Office	7 Years
Audit Reports	Business Office	Permanently
Bank Reconciliations	Business Office	2 Years
Bank Statements	Business Office	3 Years
Contracts, Mortgages, Notes, Leases (Expired)	Business Office	7 Years After Expiration
Correspondence (With Customers And Vendors)	Business Office	4 Years
Deeds And Mortgages	Business Office	5 Years After Sale Of Land
Depreciation Schedules	Business Office	7 Years
Duplicate Deposit Slips	Business Office	2 Years
Year End Financial Statements	Business Office	Permanently
Insurance Records, Claims, Policies, Etc.	Business Office	Permanently
Inventories Of Products, Materials, And Supplies	Business Office	7 Years
Invoices From Vendors	Business Office	4 Years
Payroll Records And Summaries	Business Office	4 Years
Current Retirement And Pension Plan Documents	Business Office	Permanently
Current Retirement And Pension Individual Records	Business Office	Permanently
Timesheets	Business Office	4 Years
Withholding Tax Statements (W-2's)	Business Office	7 Years
<b>Advancement And Alumni Records</b>		
Alumni Records	Advancement	Permanently
Gift Records	Advancement	7 Years
Original Gift Letter Agreements	Advancement	Permanently
Planned Gifts (Trusts, Life Income, Agreements, Annuities, Real Estate Gifts)	Advancement	Permanently
Donor Records And Acknowledgement Letters	Advancement	7 Years
Grant Applications And Conditions	Advancement	5 Years After Completion
<b>Corporate Records</b>		
Board Meeting Minutes and Board Committee Minutes	President's Office	Permanently
Board Policies/Resolutions	President's Office	Permanently
By-Laws	President's Office	Permanently
IRS Application For Tax-Exemption (Form 1023)	Business Office	Permanently

IRS Determination Letter	Business Office	Permanently
State Sales Tax Exemption Letter	Business Office	Permanently
Contracts (After Expiration)	Business Office	7 Years
Correspondence (General)	Business Office	3 Years
<b>Human Resources</b>		
Employment Applications	Human Resources	1 Year From Application
References and Screening Forms	Human Resources	Permanently
Employment And Termination Agreements	Human Resources	Permanently
Records Of Promotion, Demotion Or Discharge	Human Resources	7 Years After Employment
Salary Schedules	Human Resources	5 Years
I-9 Forms	Human Resources	3 Years After Hire Or 1 Year After Employment Termination
Employee Personnel Files (Salary Forms, Benefits Forms, Beneficiary Forms, Disciplinary Records)	Human Resources	5 Years After Employment
<b>Legal</b>		
Judgments	General Counsel	Permanently
Settlements	General Counsel	Permanently
Annual Reports To Secretary Of State	General Counsel	Permanently
Articles Of Incorporation	General Counsel	Permanently
Trademark Registrations	General Counsel	Permanently
<b>Student Safety</b>		
Annual Security Reports	Student Affairs Office	3 Years Prior to most recent October 1st ASFSR (includes 7 yrs of Clery Crime & Fire Statistics total)
Crime Reports	Student Affairs Office	7 Years Prior to most recent October 1st ASFSR
Crime Log	Student Affairs Office	7 Years Prior to most recent October 1st ASFSR
Fire Log	Student Affairs Office	7 Years Prior to most recent October 1st ASFSR
Campus Hazing Transparency Report	Student Affairs Office	5 Years from current Publication Date (2x year)

*Approved by the Ozark Christian College Board of Trustees on August 18, 2008.*

*Reviewed September 19, 2019*

*Revised November 21, 2023*

*Revised November 4, 2025.*