



DELGADO COMMUNITY COLLEGE

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ORIGINATING ORGANIZATION:	SA01

MANAGEMENT INSTRUCTION

SUBJECT: DELGADO RECORD RETENTION SCHEDULES

1. PURPOSE

To publish the approved Delgado Record Retention Schedules.

2. SCOPE AND APPLICABILITY

Delgado Record Retention Schedules apply to all employees and operating units responsible for maintaining official College records.

3. POLICY

- a. All College vital records and records having historical value will be retained and protected.
- b. Prime office space will not be used to house inactive records.

4. BACKGROUND

As part of Delgado's Records Management Program being developed under the Title III Grant, an inventory of all campus and systems records was completed in the latter part of 1984. This inventory identified records created and maintained by each operational unit. Based on this inventory, record retention schedules were developed.

Record retention schedules are an integral part of Delgado's Records Management Program because they identify vital and historical records which must be maintained and provide the legal authority to dispose of records after they have met their required retention periods. The Delgado Record Retention Schedules published by this issuance have been approved by the Louisiana Archives and Records Service, Secretary of State, and are the legal authority for the systematic disposition of Delgado records.

5. RESPONSIBILITIES

Each operating unit maintaining official College records will:

- a. Establish new files each year according to that unit's needs; i.e. academic year (Aug - July), fiscal year (Jul - Jun), or calendar year (Jan - Dec).
- b. Systematically dispose of records in accordance with their approved retention schedules.



Harry J. Boyer
President

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cc: Board of Regents
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DELGADO COMMUNITY COLLEGE
RECORD RETENTION SCHEDULES

Table of Contents

Page Number

GENERAL INFORMATION	1
I. Types of Records:	1
II. Principles Governing Records Retention and Disposal:	2
III. General Guidelines for Implementing the Records Retention Schedules:	2
LEGAL REQUIREMENTS FOR RECORDS RETENTION.....	3
I. State Regulations	3
1. State of Louisiana:	
2. State Vocational Rehabilitation Facility Manual:	
II. Federal Regulations	4
1. Grants:	
2. Veteran Loans:	
3. Pell Grants:	
ANNEX A - DELGADO RECORD RETENTION SCHEDULES	
ALL OPERATING UNITS.....	A-1
OFFICIAL STUDENT RECORDS	
ADMISSION DOCUMENTS FOR APPLICANTS WHO DO NOT ENTER.....	A-3
ADMISSION DOCUMENTS FOR APPLICANTS WHO ENTER.....	A-4
RECORDS AND REGISTRATION DOCUMENTS.....	A-5
CERTIFICATION AND STATISTICAL DOCUMENTS.....	A-7
DIVISIONAL RECORDS.....	A-8
PRESIDENT'S OFFICE.....	A-10
ASSISTANT TO THE PRESIDENT.....	A-11
ALUMNI ASSOCIATION.....	A-12
DELGADO FOUNDATION.....	A-13
MAINTENANCE.....	A-14
PERSONNEL.....	A-15
PUBLIC INFORMATION.....	A-17
VICE PRESIDENT FOR ACADEMIC AFFAIRS.....	A-18
CURRICULUM DEVELOPMENT.....	A-19
FACULTY AND STAFF DEVELOPMENT.....	A-20
LIBRARY AND TECHNICAL SERVICES.....	A-21
MEDIA CENTER.....	A-22
RESOURCE DEVELOPMENT.....	A-23

DELGADO COMMUNITY COLLEGE
RECORD RETENTION SCHEDULES

Table of Contents

Page Number

VICE PRESIDENT FOR BUSINESS MANAGEMENT.....	A-24
BUDGET OFFICE.....	A-25
COMPTROLLER.....	A-26
COMPUTER CENTER.....	A-31
COORDINATOR OF DATA MANAGEMENT.....	A-32
DELGADO PRESS.....	A-35
INTERNAL CONTROLS.....	A-36
PROPERTY CONTROL.....	A-37
PURCHASING.....	A-38
VICE PRESIDENT FOR INSTITUTIONAL PROGRAMS.....	A-39
FACILITIES PLANNING.....	A-40
MANAGEMENT AND PLANNING.....	A-41
VOCATIONAL REHABILITATION CENTER.....	A-42
COMMUNITY PROJECTS.....	A-43
DEAN, CITY PARK CAMPUS.....	A-45
ASSOCIATE DEAN FOR INSTRUCTION.....	A-46
AUXILIARY SERVICES.....	A-47
ASSISTANT TO DEAN, DEAN OF NIGHT SCHOOL.....	A-48
CAMPUS POLICE.....	A-49
LIBRARY.....	A-50
REGISTRAR.....	A-51
STUDENT SERVICES.....	A-52
- Center for Choice:	A-52
- Coordinator of Student Activities:	A-52
- Financial Aid:	A-53
- Health Services:	A-53
- High School Recruiting:	A-54
- International Student Services:	A-54
- Job Placement:	A-54
- Veterans Affairs:	A-54
DEAN, WEST BANK CAMPUS.....	A-55
AUXILIARY SERVICES.....	A-56
REGISTRAR.....	A-57
STUDENT SERVICES.....	A-58

