

Mercer County Community College
Division of Math, Science and Health Professions
Nursing Program

RECORDS RETENTION POLICY

Policy: All records for students in the nursing program will be retained or disposed of according to a specific plan and schedule.

Purpose: This policy will ensure relevant legal requirements and the requirements of accrediting bodies are met; ensure that information of administrative, educational, legal, historical and research value is preserved and available; ensure that the records containing this information are secure and confidential; ensure that student requests for access to, or release of, their records can be readily satisfied.

Procedure: Listed below are types of student records, grouped by category, with their customary storage location and a disposal schedule, if applicable. Disposal, when required, will be accomplished in a manner determined by program administration to be efficient and that ensures the confidentiality of the disposed records. This policy was drafted after thorough review of *Retention of Records: Guide for Retention and Disposal of Student Records* published by the American Association of Collegiate Registrars and Admissions Officers. 2010. Washington, D.C.

In the following chart, LDA stands for Last Date of Attendance. A legend of the location codes follows the record chart.

RECORD	LOCATION	DISPOSAL
<u>Admissions – Applicants Who Do Not Enroll</u>		
Petition Form	MSF	2 years after application term
Correspondence (All)	MSF	2 years after application term
Entrance Exam Reports/Scores	MSF	2 years after application term
<u>Admissions –Applicants Who Enroll</u>		
Petition Form	MSF	5 years after LDA
College Transcripts (Transfer)	MSF	5 years after LDA
CLEP or Regents College Score Reports (Transfer)	MSF	5 years after LDA
Admissions Checklist	MSF	LDA
LPN Licensure Verification	MSF	LDA

RECORD	LOCATION	DISPOSAL
Acceptance Letter and other Admissions Correspondence	MSF	5 years after LDA
Entrance Exam Reports/Scores	MSF	5 years after LDA
Readmission Application/Records	MSF	5 years after LDA
<u>Health</u>		
Health History and Physical Form	HSF	5 years after LDA
Laboratory Reports	HSF	5 years after LDA
Immunization Documentation	HSF	5 years after LDA
Health Related Correspondence	HSF	5 years after LDA
<u>Grades</u>		
Nursing Course Grade Rosters	DO	Permanent
Grade Change Forms	MSF	Permanent
Standardized Test Results	Elsevier/Evolve EDB	After passing NCLEX or 5 years after LDA, whichever is earlier
Clinical Evaluation Forms	MSF	After passing NCLEX or 5 years after LDA, whichever is earlier
Academic Status Warnings	MSF	After passing NCLEX or 5 years after LDA, whichever is earlier
Faculty Grade Books	MCF	5 years after conclusion of course
Student Exams/Work	FCF	1 month after end of term
<u>Registration & Attendance/Academic Progress Records</u>		
MCCC Registration Documents for Nursing Courses	MSF	LDA
Nursing Registration Advisement Documents	MSF	5 years after LDA
Receipt of Student Handbook/Acceptance of Policies and Code of Conduct Form	MSF	10 years after LDA
Faculty Advisor Records not considered Sole Possession	Advisor's Office	After passing NCLEX or 5 years after LDA, whichever is earlier
Records of Dismissal	MSF	5 years after LDA
Disciplinary Records and Correspondence	DO	5 years after LDA (10 years after LDA in cases of dismissal)
Grade Appeal/Request for Formal Hearing	MSF	Permanent
Written Decisions of Hearing Appeals	MSF	Permanent
Student Consent for Records	MSF	Permanent

RECORD	LOCATION	DISPOSAL
Status Change (Withdraw/LOA form, official letters and student letters related)	MSF	Permanent
Name Change Documentation	MSF	Permanent
Personal Information Data Forms	MSF	1 year after LDA
CPR Certification Card (copy)	MSF	LDA
Professional Liability Insurance Declaration page (photocopy)	MSF	LDA
Background Checks	DO	LDA
Drug Screening	MSF	LDA
Correspondence (All)	MSF	5 years after LDA
Faculty/Staff Letters of Recommendation	MSF	Permanent
<u>Ceremonial</u>		
Graduation Lists (state boards)	DO	Permanent
Pinning Ceremony Programs	EDB	Permanent

CODE	TITLE	CUSTOMARY PHYSICAL LOCATION
DO	Director's Office	Director's personal office
EDB	Electronic Database	Elsevier/Evolve server and/or MCCC server
HSF	Student Health Folder	Nursing office while in attendance then in archive file room
MSF	Main Student Folder	Nursing office while in attendance then in archive file room
MCF	Main Course File	Nursing office will in progress then in archive file room
FCF	Faculty Course File	Faculty office

Effective Date: July 9, 2015

Revised Date: July 9, 2015

Approved by:  , Director