

Middle States Commission on Higher Education

Records Retention Schedule

<u>Type of Document</u>	<u>Retention Period</u>			<u>Comments</u>
	<u>Perm</u>	<u>Temp</u>	<u>Location</u>	
<i>Institutional Records - Accredited:</i>				
Action Letters	D		Rackspace Server	Program - Release One
Institutional Profiles	D		Rackspace Server	Program - Release One
Catalogs		RS	Office	
E-mails w/Inst Reps	D	xx	CHE Server	
Correspondence	D		CHE Server	
Evaluation Teams Report-				
Institutional Report *1	D	HC-10	Rackspace Server	Program - Release One
Executive Summary *1	D	HC-10	Rackspace Server	Program - Release One
Generalist Reports *1	D	HC-10	Rackspace Server	Program - Release One
Self-Study Documents *1	D	HC-10	Rackspace Server	Program - Release One
Team Report *1	D	HC-10	Rackspace Server	Program - Release One
Chair's Brief *1	D	HC-10	Rackspace Server	Program - Release One
Institutional Response *1	D	HC-10	Rackspace Server	Program - Release One
Follow-up Reports	D		Rackspace Server	Program - Release One
Follow-up Documents	D		Rackspace Server	Program - Release One
Periodic Review Report-				
Executive Summary	D	HC-8	Rackspace Server	Program - Release One
Attachments to PRR	D	HC-8	Rackspace Server	Program - Release One
Finance Associate's Report	D	HC-8	Rackspace Server	Program - Release One
Institutional Response	D	HC-8	Rackspace Server	Program - Release One
Substantive Change Reports	D	HC-8	Rackspace Server	Program - Release One
Rosters	D		Rackspace Server	Program - Release One
Statements of Affiliation Status	D		Rackspace Server	Program - Release One
Public Disclosure Statement	D		Rackspace Server	Program - Release One
<i>Institutional Records - Candidates:</i>				
Action Letters	D		Rackspace Server	Program - Release One
Institutional Profiles	D		Rackspace Server	Program - Release One
Catalogs		RS	Office	
E-mails w/Inst Reps	D	xx	CHE Server	
Correspondence	D		CHE Server	
Appraisal of Readiness Report *1	D		Rackspace Server	Program - Release One
Assessment Visit Reports				
Official Letter of Intent *1	D		Rackspace Server	Program - Release One
Articles of Incorporation *1	D		Rackspace Server	Program - Release One
By-laws *1	D		Rackspace Server	Program - Release One
Degree granting authority from state *1	D		Rackspace Server	Program - Release One
Consultant Reports *1	D		Rackspace Server	Program - Release One
Interim Reports *1	D		Rackspace Server	Program - Release One
Rosters	D		Rackspace Server	Program - Release One
Status Review Reports	D			
<i>Institutional Records - Applicants:</i>				
E-mails w/Inst Reps	D	xx	CHE Server	
<i>Evaluator Records:</i>				
Correspondence		X-2	CHE Server	
Evaluator Data Forms	D		Rackspace Server	Program - Evaluator Data Form
Team Chair Ratings	D		Rackspace Server	Program - Release One

Team Member Ratings	D		Rackspace Server	Program - Release One
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External Agency Reports:

CHEA Petitions	D		CHE Server	
CHEA Correspondence on Petitions	D		CHE Server	
CHEA Correspondence - Other	D	xx	CHE Server	
USED Petitions	D		CHE Server	
USED Correspondence on Petitions	D		CHE Server	
USED Correspondence - Other	D	xx	CHE Server	
PRCHE / State Agreements & Correspondence	D		CHE Server	
C-RAC Correspondence	D		CHE Server	
Correspondence on Collaboration w/ HE Assoc.	D	xx	CHE Server	

Middle States Association Records:

MSA Correspondence	D	xx	CHE Server	
CES & CSS Correspondence	D	xx	CHE Server	
MSA Board Meetings	HC	HC	CHE Server	Future Digital Storage

MSCHE Operational Records:

Budget & Planning	D		CHE Server	Working File
Complaints	D		CHE Server	Working File
Appeals	D		CHE Server	Working File
Employee Personnel Files	D		CHE Server	Working File
Performance Reviews	D		CHE Server	Working File
				Database / Archive superseded
Publications	D		Rackspace Server	version
Policy Statement & Guidelines	D		Rackspace Server	Database/Website
				Database / Archive ballot & Summary
Ballots for New & Revised Policies	D		Rackspace Server	voting results
				Database / Archive ballot & Summary
Ballots for Commission Membership	D		Rackspace Server	voting results
Executive Committee Correspondence	D		CHE Server	Database
Commissioners Correspondence	D		CHE Server	Database
Commission Compendia	D		Rackspace Server	Program - Release One
Special Events	D		CHE Server	Database
Annual Conference & Workshop	D		Rackspace Server	Program - Release One
Informational Planning & Technology	D		CHE Server	Database
Website Planning and Development	D		CHE Server	Database (Selective - Permanent)
Staff Reorganizations	D		CHE Server	Database
Strategic Operational Planning	D		CHE Server	Database
Newsletters	D		Rackspace Server	Program - Release One

Legend:

D - Digital Media (Rackspace, Offsite, Microfilm, CD - includes GroupWise email)
 RS - Retained until superceded
 *1 - Hardcopy current - will be stored as Digital in the Future
 HC - Hard Copy. All files are subject to review on a regular basis to determine if HC can be destroyed based on federal and state requirements.
 xx - Temporary, deleted as necessary
 X-2 - Temporary, deleted after 2 years

Notes:

Information on microfiche will be transitioned to digital format.
 Any documents required for legal proceedings must be maintained until resolved.

Revised October 23, 2012