

# Disposal of Records

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Any authorized employee of Neosho County Community College may destroy records as the timetable indicates below:

1. Bookkeeping and accounting records which are original books of entry, and purchase orders – five years.
2. Financial papers relating to programs supported by federal funds

## Retention Requirements for Records

Financial records, supporting documentation, statistical records, and all other non-federal entity records will be maintained for a minimum of three years after the final expenditure report is submitted. This length may be extended due to statute or an exception from OMB.

## Methods for Collection Transmission and Storage of Information

Federal award related information shall be collected, transmitted, and stored in open and machine readable format, rather than in closed formats or on paper, so that files cannot be amended or altered.

## Access to Records

The federal awarding agency, Inspectors General, the Comptroller General of the United States, and the pass through entity, or any of their authorized representatives will have the right to access any documents, papers, or other records of the non-federal entity which are pertinent to the federal award. The only exception to this is protected personally identifiable information (PII). Such information will be kept confidential and are exempt from disclosure pursuant to the Freedom of Information Act (5 U.S.C 552).

3. Insurance policies – five years after expiration of the term.
4. Bonds and coupons returned by state fiscal agency – six months after next formal audit.
5. Official bonds of surety – five years after termination of terms of employment.
6. Student records – five years beyond the last year of attendance (NCCC transcripts will be archived indefinitely).
7. Employment records will be archived indefinitely.

Exceptions: policies outlined in other published materials, i.e. department manuals or handbooks.

Method of Disposal: Shred or purge as appropriate.

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