

General Records Retention Schedule - Northland Comm. and Tech. College  
Finance and Accounts Payable/Receivable Records

7. Item No.	8. Record Description	9. Storage Media	10. Beginning Date	11. Retention Period				12. Disposal Code	13. Data Privacy			
				Local-Location	Local-Retention Period	States Record Center	Statue		Code	Statue		
1	"M" Contracts	P	On going	Business Office	4 yrs. or audit Contracts which extend for periods other than the normal fiscal year will be retained by Finance for 4 years beyond expiration date.	No		D	A=Public			
2	Agency Funding Authorizations	P	On going	Business Office	6 years	No		D	A=Public			
3	Bank Reconciliations	P	On going	Business Office	6 years	No		D	A=Public			
4	Check Register	P	On going	Business Office	6 years	No		D	A=Public			
5	Collection Documents	P	On going	Business Office	6 years	No		D	A=Public			
6	Purchasing Card Issuance Documentation	P	On going	Business Office	Until inactive	No		D	A=Public			
7	Daily Interface Reports	P	On going	Business Office	Until MAPS/MNSCU reconcile	No		D	A=Public			
8	Federal Carl Perkins Reports	P	On going	Business Office	6 years	No		D	A=Public			
9	Fixed Assets Reports	P	On going	Business Office	6 years	No		D	A=Public			
10	Grant Records & Reports-(Federal & State) (Does not include any student records)	P	On going	Business Office	6 years	No		D	A=Public			
11	Income & Facility Contracts	P	On going	Business Office	6 years or audit cycle	No		D	A=Public			
12	Independent Audit Reports	P	On going	Business Office	Permanent	No		D	A=Public			
13	Invoices and Purchase Order's	P	On going	Business Office	6 years	No		D	A=Public			
14	Journal Entries, Expenditure Corrections, and Cost Allocations, Etc.	P	On going	Business Office	6 years or audit cycle	No		D	A=Public			
15	Land Records	P	On going	Business Office	Permanent	No		D	A=Public			
16	Laptop Lease Agreements	P	On going	Business Office	6 years or audit cycle	No		D	A=Public			
17	Legislative Audit Reports	P	On going	Business Office	Permanent	No		D	A=Public			
18	Local Purchase Authority Plans	P	On going	Business Office	6 years or audit cycle	No		D	A=Public			
19	Major Construction Files-includes: Bid, Contract, Warranty on Products	P	On going	Business Office	Permanent	No		D	A=Public			
20	MAPS to MNSCU Reconciliations	P	On going	Business Office	6 years or audit cycle	No		D	A=Public			
21	Sales Tax Return	P	On going	Business Office	6 years	No		D	A=Public			
22	State Allocation Funding	P	On going	Business Office	6 years	No		D	A=Public			
23	Tuition & Fee Rates	P	On going	Business Office	6 years	No		D	A=Public			
24	Tuition Deferment	P	On going	Business Office	6 years or audit cycle	No		D	A=Public			
25	Tuition Waiver Forms	P	On going	Business Office	6 years or audit cycle	No		D	A=Public			
26	Warranty Records	P	On going	Business Office	Through warranty period	No		D	A=Public			
27	Alcohol Approval Records	P	On going	President's Office	3 years	No		D	A=Public			
	<b>Financial Aid</b>											
28	Financial Aid Office Policy and Procedures Manual addresses Records Managemetn.					No		D	B=Private	M.S. CH 136A.162		
	The FAO Maintains a master record for each student receiving financial assistance. All financial aid files are retained for three years after submission of the FISAP report. Any records involved in any claim or expenditure which has been questioned by federal or state audit are retained until the question is resolved.									See 13.322 subd 3(b)		
	The content of the files complies with the General Institutional Responsibilities as they appear in Section 2.9 Record Maintenance and Retention Requirements in the June 1999 edition of The Blue Book-- Accounting, Record Keeping, and Reporting by Postsecondary Educational Institutions for Federally Funded Student Financial Aid Programs. MHESO requirements mirror the Federal requirements.											

General Records Retention Schedule - Northland Comm. and Tech. College  
Health Records

7. Item No.	8. Record Description	9. Storage Media	10. Beginning Date	11. Retention Period				12. Disposal Code	13. Data Privacy			
				Local-Location	Local-Retention Period	States Record Center	Statue		Code	Statue		
1	Incident Reports for students and the general public in school building or grounds.	P	On going	Business Office	6 years	No		D	B = Private	M.S. 13.32		
2	OSHA Log	P	On going	Human Resources	5 years O.S.H.A. 5210.0660	No		D				
	<b>Students</b>											
3	Immunization Records - Those that do not enroll	P	On going	Student Services	18 months after intended term of enrollment	No		D	B = Private	M.S. 135A.14		
4	Immunization Records - Those that do enroll	P	On going	Student Services	5 years after graduation or last date of enrollment	No		D	B = Private	M.S. 135A.14		
5	Workers Compensation Record	P	On going	Human Resources	Permanent	No			B = Private	M.S. 13.32		
	<b>Employees</b>											
6	Immunization Records	P	On going	Human Resources	Permanent	No			B = Private	M.S. 13.32		
7	Health Training Records-Blood borne Pathogen	P	On going	Human Resources	5 years	No		D	B = Private	M.S. 13.32		
8	Workers Compensation Record	P	On going	Human Resources	Permanent or deceased	No			B = Private	M.S. 13.32		

General Records Retention Schedule - Northland Comm. and Tech. College  
Instructional and Program Records

7. Item No.	8. Record Description	9. Storage Media	10. Beginning Date	11. Retention Period				12. Disposal Code	13. Data Privacy			
				Local-Location	Local-Retention Period	States Record Center	Statue		Code	Statue		
1	Catalogs	P	On going	Registrar's Office	Permanent	No		P	A=Public			
2	Commencement Programs	P	On going	Registrar's Office	5 years	No		D	A=Public			
3	Course Listings	P	On going	Academic Affairs	15 years	No		D	A=Public			
4	Desk Drawer Notes	P	On going		1 year	No		D	B=Private			
5	Faculty Activity Day Forms	P	On going	Academic Affairs	4 years or audit cycle	No		D	A=Public			
6	Graduation Lists	P	On going	Registrar's Office	Permanent	No		P	A=Public			
7	Instructor Grade Books	P	On going	Local Archives	5 years	No	M.S 13.32	D	B=Private	M.S 13.32		
8	Schedule of Classes	P	On going	Registrar's Office	Permanent	No		D	A=Public			
9	Student Feedback Surveys	P	On going	Local Archives	3 years	No		D				
10	Syllabi	P	On going	Academic Affairs	20 years	No		D	A=Public			
11	Course Outlines	P	Ongoing	Academic Affairs	Permanent	No		P				
12	Articulation Agreements		Ongoing	Academic Affairs	10 years			D	A=Public			
13	Instructional Program:											
	Approvals		Ongoing	Academic Affairs	Permanent			P	A=Public			
	Revisions		Ongoing	Academic Affairs	Permanent			P	A=Public			
	Deletions		Ongoing	Academic Affairs	Permanent			P	A=Public			
14	Academic Inventory		Ongoing	Academic Affairs	Permanent			P	A=Public			
15	AASC Minutes/Actions		Ongoing	Academic Affairs	Permanent			P	A=Public			
16	Reports											
	Enrollment History		Ongoing	Academic Affairs	10 years			D	A=Public			
	Department		Ongoing	Academic Affairs	10 years			D	A=Public			
	Costs Per FYE		Ongoing	Academic Affairs	10 years			D	A=Public			
	Dept Fact Sheets		Ongoing	Academic Affairs	10 years			D	A=Public			
	Grade - Department		Ongoing	Academic Affairs	10 years			D	A=Public			
	Grade - Dept Summary		Ongoing	Academic Affairs	10 years			D	A=Public			
	Graduate History by FY		Ongoing	Academic Affairs	10 years			D	A=Public			
	Student Retention		Ongoing	Academic Affairs	10 years			D	A=Public			
	Scheduling		Ongoing	Academic Affairs	10 years			D	A=Public			
17	Committee Minutes:											
	Standing		Ongoing	Academic Affairs	Permanent			P	A=Public			
	Ad Hoc		Ongoing	Academic Affairs	10 years			D	A=Public			

Schedule - Northland Comm. and Tech. College  
Center for Outreach and Innovation

7. Item No.	8. Record Description	9. Storage Media	10. Beginning Date	11. Retention Period				12. Disposal Code	13. Data Privacy	
				Local-Location	Local-Retention Period	States Record Center	Statue		Code	Statue
1	Accounting Records	P	On going	COI	7 years	No		D	A	
2	Consultant Contracts	P	Ongoing	COI	7 years	No		D	A	
3	General Correspondence	P	Ongoing	COI	7 years	No		D	A	
4	Grant Records & Reports (Federal & State) (Does not include any student records)	P	Ongoing	COI	7 years	No		D	A	
5	Income & Facility Contracts	P	Ongoing	COI	7 years	No		D	A	
6	Invoices and Purchase Orders	P	Ongoing	COI	7 years	No		D	A	
7	Purchase Orders and Requisitions	P	Ongoing	COI	7 years	No		D	A	
8	Current Rules & Regulations, Policies & Procedures	P	Ongoing	COI	While in effect	No		D	A	
9	Rules & Regulations, Policies & Procedures History	P	Ongoing	COI	7 years	No		D	A	
10	State Allocation Funding	P	Ongoing	COI	7 years	No		D	A	
11	Tuition & Fee Rates	P	Ongoing	COI	7 years	No		D	A	
12	Student Records/Registrations	E	Ongoing	COI	Permanent	No		D	A	
13	Credit Based Project/Course files	P	Ongoing	COI	Permanent	No		P	A	
14	Course Evaluations	P	Ongoing	COI	1 year	No		D	A	
15	Non-Credit Course Handouts/Materials/Outlines	P	Ongoing	COI	7 years	No		D	A	
16	Credit Based Course Handouts/Materials/Outlines	P	Ongoing	COI	Permanent	No		P	A	
17	System Correspondence	P	Ongoing	COI	7 years or until superseded	No		D	A	



General Records Retention Schedule - Northland Comm. and Tech. College  
Library Records

7. Item No.	8. Record Description	9. Storage Media	10. Beginning Date	11. Retention Period			12. Disposal Code	13. Data Privacy				
				Local-Location	Local-Retention Period	States Record Center		Statue	Code			
1	Acquisition Records	P	On going	Library	2 years	No		D	A = Public			
2	Audio Visual Equipment Checkout Records	E	On going	Library	Retain Loan/ checkout records for 2 years and fees and fines records for equipment for 3 years or until audit.	No		D	A = Public			
3	Borrowing and Registration of Library Materials	P	On going	Library	1 year	No	M.S. 13.40	D	F = Public, Private	M.S. 13.40		
4	Card Catalogs	P	On going	Library	until superseded	No		D	A = Public			
5	Circulation Records		On going	Library	Retain cards and computer entries until suspended. Retain statistics (other than the annual report) for 2 years.	No	M.S. 13.40	D	B = Private	M.S. 13.40		
6	Copyright Compliance Records	P	On going	Library	3 years	No		D	A = Public			
7	Deaccession Records: Pertain to withholding publications from collection. Including records of purchase and donated items.	P	On going	Library	2 years	No		D	A = Public			
8	Director's/Librarian's Files: Subject files of the director or Chief of the Director or Chief Librarian concerning all aspects of the administration of the Library. Includes correspondence, minutes, and reports on Library procedure, policy, organization, and programs.	p	On going	Library	Retain permanently or transfer to the State Archives for selection and disposition-- until new procedure	No	M.S. 13.40	A	F = Public, Private	M.S. 13.40		
9	Fine and Lost Item Reimbursement Records	P	On going	Library	1 year	No	M.S. 13.40	D	F = Public, Private	M.S. 13.40		
10	Inter-Library Loans: Records of materials which are loaned to or received from another Library.	P	On going	Library	3 years or until audit	No	M.S. 13.40	D	F = Public, Private	M.S. 13.40		
11	Shelf List	P	On going	Library	until suspended	No		D	A = Public			

General Records Retention Schedule - Northland Comm. and Tech. College  
Payroll Records

7. Item No.	8. Record Description	9. Storage Media	10. Beginning Date	11. Retention Period				12. Disposal Code	13. Data Privacy			
				Local-Location	Local-Retention Period	States Record Center	Statue		Code	Statue		
1	Direct Deposit Records	P	On going	Human Resources	3 years	No	M.S. 13.43	D	B = Private	M.S. 13.43		
2	Employee Leave Forms and College Related Activity Forms	P	On going	Human Resources	4 years of audit cycle	No	M.S. 13.43	D	F = Public, Private	M.S. 13.43		
3	Jury Service	P	On going	Human Resources	4 years of audit cycle	No		D				
4	Payroll Timesheets	P	On going	Human Resources	Permanent	No	M.S. 13.43	P	F = Public, Private	M.S. 13.43		
5	Reallocation Back Pay	P	On going	Human Resources	4 years of audit cycle	No	M.S. 13.43	D	F = Public, Private	M.S. 13.43		
6	Request for Deductions-I.E., Charitable Contributions, Bonds, Etc.	P	On going	Human Resources	4 years	No	M.S. 13.43	D	B = Private	M.S. 13.43		
7	Request for Leave and Overtime Time Approval	P	On going	Human Resources	4 years	No	M.S. 13.43	D	F = Public, Private	M.S. 13.43		
8	Special Payment Memos	P	On going	Human Resources	4 years	No	M.S. 13.43	D	F = Public, Private	M.S. 13.43		
9	W-4's	P	On going	Human Resources	4 years	No	M.S. 13.43	D	F = Public, Private	M.S. 13.43		

General Records Retention Schedule - Northland Comm. and Tech. College  
Personnel Records

7. Item No.	8. Record Description	9. Storage Media	10. Beginning Date	11. Retention Period				12. Disposal Code	13. Data Privacy			
				Local-Location	Local-Retention Period	States Record Center	Statue		Code	Statue		
1	Affirmative Action Report	P	On going	Human Resources	10 years	No	M.S. 13.43	D	F = Public, Private	M.S. 13.43		
2	Applicant Files	P	On going	Human Resources	Recycle after 1 year (best to do in July)	No		D				
3	Examination, Certification, and Classification Records:			Human Resources								
3A	Applications for those who passed the exam	P	On going	Human Resources	1 year or until list is abolished	No	M.S. 13.43	D	F = Public, Private	M.S. 13.43		
3B	Applications for those who failed the exam	P	On going	Human Resources	6 months	No	M.S. 13.43	D	F = Public, Private	M.S. 13.43		
3C	Certification Reports (Eligible List)	P	On going	Human Resources	3 years after expiration of list	No	M.S. 13.43	D	F = Public, Private	M.S. 13.43		
3D	Examination Books and Instructions (Master)	P	On going		Until Superseded	No	M.S. 13.34	D	D = Nonpublic	M.S. 13.34		
3E	Examination books completed by those who passed the exam	P	On going		3 years	No	M.S. 13.34	D	D = Nonpublic	M.S. 13.34		
3F	Examination books completed by those who failed the exam	P	On going		6 months	No	M.S. 13.34	D	D = Nonpublic	M.S. 13.34		
4	Grievances: Employee grievances and/or complaints filed under a labor agreement or personnel rules (resolved up to and including the third step).	P	On going	Human Resources	Retain active grievances indefinitely. For grievances that have been withdrawn, settled or arbitrated; if the grievance is related to discipline-retain for 7 years.	No	M.S. 13.43	P	F = Public, Private	M.S. 13.43		
5	Employment Eligibility Certification	P	On going	Human Resources	3 years after date of hire or one year after employee's employment is terminated, whichever is later (Public law 99-603). Employee Relations only receives the I-9 and only on non-citizens.	No	M.S. 13.43	D	B = Private	M.S. 13.43 P.L. 99-603		
6	Degree Plan	P	On going	Human Resources	2 years after degree completion	No		D				
7	Interview Notes	P	On going	Human Resources	2 years	No		D				
8	Job Audit: Includes cover sheet and accompanying material	P	On going	Human Resources	3 years	No		D				
9	Position Description	P	On going	Human Resources	Until suspension, but no longer than 3 years	No		D	A = Public			
10	Right to Know Training Records: Records of training provided to employees concerning hazardous substances, harmful physical agents, and infectious agents	P	On going	Human Resources	5 years O.S.H.A 5210.0660	No		D	A = Public			
11	<u>Personnel File:</u>	P	On going	Human Resources	5 years after termination		M.S. 13.43		F = Public, Private			
11A	Above minimum hiring applications (Appointments Only) Correspondence with Employee or about Employee	P	On going	Human Resources	5 years after termination	No	M.S. 13.43	D	F = Public, Private	M.S. 13.43		
11B	Achievement Award Records	P	On going	Human Resources	5 years after termination	No		D				
11C	Change of Beneficiary	P	On going	Human Resources	5 years after termination	No		D				
11D	Disciplinary Documents	P	On going	Human Resources	Disciplinary letters are only sent to DOER to accompany personnel transactions	No		D				
11E	Employee Information Form	P	On going	Human Resources	5 years after termination	No		D				
11F	Employment Application	P	On going	Human Resources	5 years after termination	No		D				
11G	Employment Letters	P	On going	Human Resources	5 years after termination	No		D				
11H	Exit Interview	P	On going	Human Resources	5 years after termination	No		D				
11I	Letter of Resignation and/or Retirement	P	On going	Human Resources	5 years after termination	No		D				
11J	Personnel Status & Data Change Sheet	P	On going	Human Resources	5 years after termination	No		D				
11K	Position Action Form	P	On going	Human Resources	5 years after termination	No		D				
11L	Relicensure Records	P	On going	Human Resources	5 years after termination	No		D				
11M	Request for Leave of Absence	P	On going	Human Resources	5 years after termination	No		D				
11N	Resume	P	On going	Human Resources	5 years after termination	No		D				
11O	Employee Growth Assessments	P	On going	Human Resources	5 years after termination	No		D				
11P	Insurance Records	P	On going	Human Resources	5 years after termination	No		D				
12	Staff Development Records	P	On going	Human Resources	3 years	No		D				
	Investigation Files	P	On going	Human Resources	Retain active investigation files indefinitely.	NO	MS 13.43	D				



General Records Retention Schedule - Northland Comm. and Tech. College  
Student Records

7. Item No.	8. Record Description	9. Storage Media	10. Beginning Date	11. Retention Period				12. Disposal Code	13. Data Privacy	
				Local-Location	Local-Retention Period	States Record Center	Statute		Code	Statute
<b>ADMISSION RECORDS</b>										
Those who <b>DO NOT</b> enroll										
1	Application for admission and readmission	P	On going	Student Service file	18 months after intended term of enrollment	No	M.S. 13.32	D	B = Private	M.S. 13.32
2	PSEO contracts	P	On going	Registrar's Office	18 months after intended term of enrollment	No	M.S. 13.32	D	B = Private	M.S. 13.32
3	Transcripts (high school, GED or other college)	P	On going	Student Service file	18 months after intended term of enrollment	No	M.S. 13.32	P	B = Private	M.S. 13.32
4	Advanced Placement Reports	P	On going	Student Service file	18 months after intended term of enrollment	No	M.S. 13.32	D	B = Private	M.S. 13.32
5	College Level Examination Program Reports	P	On going	Student Service file	18 months after intended term of enrollment	No	M.S. 13.32	D	B = Private	M.S. 13.32
6	ACT Reports	P	On going	Student Service file	18 months after intended term of enrollment	No	M.S. 13.32	D	B = Private	M.S. 13.32
7	Assessment Results (ACCUPLACER)	P	On going	Student Service file	18 months after intended term of enrollment	No	M.S. 13.32	D	B = Private	M.S. 13.32
8	General correspondence i.e. acceptance letters	P	On going	Student Service file	18 months after intended term of enrollment	No	M.S. 13.32	D	B = Private	M.S. 13.32
9	Immunization record	P	On going	Student Service file (health data)	18 months after intended term of enrollment	No	M.S. 135A.14	D	B = Private	M.S. 135A.14
Those who <b>DO</b> enroll										
1	Application for admission and readmission	P	On going	Student Service file	5 years after graduation or last date of attendance	No	M.S. 13.32	D	B = Private	M.S. 13.32
2	PSEO contracts	P	On going	Registrar's Office	5 years after graduation or last date of attendance	No	M.S. 13.32	D	B = Private	M.S. 13.32
3	Transcripts (high school, GED or other college)	P	On going	Student Service file	5 years after graduation or last date of attendance	No	M.S. 13.32	P	B = Private	M.S. 13.32
4	Advanced Placement Reports	P	On going	Student Service file	5 years after graduation or last date of attendance	No	M.S. 13.32	D	B = Private	M.S. 13.32
5	College Level Examination Program Reports	P	On going	Student Service file	5 years after graduation or last date of attendance	No	M.S. 13.32	D	B = Private	M.S. 13.32
6	ACT Reports	P	On going	Student Service file	5 years after graduation or last date of attendance	No	M.S. 13.32	D	B = Private	M.S. 13.32
7	Assessment Results (ACCUPLACER)	P	On going	Student Service file	5 years after graduation or last date of attendance	No	M.S. 13.32	D	B = Private	M.S. 13.32
8	General correspondence i.e. acceptance letters	P	On going	Student Service file	5 years after graduation or last date of attendance	No	M.S. 13.32	D	B = Private	M.S. 13.32
9	Immunization record	P	On going	Student Service file (health data)	5 years after graduation or last date of attendance	No	M.S. 135A.14	D	B = Private	M.S. 135A.14
<b>REGISTRATION RECORDS</b>										
1	Grade Change forms	P	On going	Student Service file	5 years after graduation or last date of attendance	No	M.S. 13.32	D	B = Private	M.S. 13.32
2	Course Substitution forms	P	On going	Student Service file	5 years after graduation or last date of attendance	No	M.S. 13.32	D	B = Private	M.S. 13.32
3	Petitions	P	On going	Student Service file	5 years after graduation or last date of attendance	No	M.S. 13.32	D	B = Private	M.S. 13.32
4	I-20's for International Students (copies)	P	On going	Student Service file	5 years after graduation or last date of attendance	No	M.S. 13.32	D	B = Private	M.S. 13.32
5	Probation/Suspension Action taken	P	On going	Student Service file	5 years after graduation or last date of attendance	No	M.S. 13.32	D	B = Private	M.S. 13.32
6	Disciplinary Records	P	On going	Student Service file	5 years after graduation or last date of attendance	No	M.S. 13.32	P	B = Private	M.S. 13.32
7	Graduation Records	P	On going	Student Service file	5 years after graduation or last date of attendance	No	M.S. 13.32	P	B = Private	M.S. 13.32
8	Reciprocity Forms	P	On going	Student Service file	5 years after graduation or last date of attendance	No	M.S. 13.32	D	B = Private	M.S. 13.32
9	Academic and Student Service Appeal correspondence (Student File copy)	P	On going	Student Service file	5 years after graduation or last date of attendance	No	M.S. 13.32	D	B = Private	M.S. 13.32
10	Enrollment and/or Registration related correspondence	P	On going	Student Service file	5 years after graduation or last date of attendance	No	M.S. 13.32	D	B = Private	M.S. 13.32
11	Withdrawal forms	P	On going	Student Service file	5 years after graduation or last date of attendance	No	M.S. 13.32	D	B = Private	M.S. 13.32
12	NCTC Transcript	P	On going	Student Service file	5 years after graduation or last date of attendance	No	M.S. 13.32	D	B = Private	M.S. 13.32
<b>OTHER</b>										
1	Veterans' Enrollment Certification Records	P	On going	Veterans' Certifying Official's Office	3 years after the last date of attendance	No	VA Regs	D	B = Private	VA Regs
2	Release of Data form		On going	Student Service file	One year unless otherwise specified	No	FERPA/MGDPA	D	B = Private	FERPA/MGDPA
3	Data Requests	P	1-Jul-10	Registrar's Offices	2 years	No	MGDPA	D	B = Private	MGDPA, M.S. 13.085
4	Behavioral Intervention Team (BIT)	E	1-Jul-10	GroupLink Ticket Submission System	5 years from date created	No	NCTC BIT plan	D	B = Private	NCTC BIT plan
5	ARRA Grant Documentation	P&E	On going	Avitation Site Office File and ImageNow	3 years after final grant expenditure report is submitted	No	29CFR part 95	D	B = Private	FERPA/MGDPA

General Records Retention Schedule - Northland Comm. and Tech. College  
Student Records

7. Item No.	8. Record Description	9. Storage Media	10. Beginning Date	11. Retention Period				12. Disposal Code	13. Data Privacy			
6	TAACCCT Grant Documentation	P&E	On going	Imagery Analyst Office File and ImageNow	3 years after final grant expenditure report is submitted	No	29CFR part 96	D	B = Private	FERPA/MGDPA		
7	Disability Documentation and Accommodations	P&E	On going	Academic Success Center	5 years after graduation or last date of attendance	No	M.S. 13.32	D	B = Private	M.S. 13.32		

## **College Server Backup Procedures**

### **TRF:**

The following servers are backed up using Veritas Backup Exec for NetWare 9.2. Backups are made to a HP Storage Works Ultrium 460 Tape drive. Tapes are 400 GB Ultrium Data Cartridges. All backups are full backups (not incremental or differential)

NCTC\_Employee

NCTC\_Student

Netmail

Vo-Employee

### **EGF:**

The following servers are backed up using Veritas Backup Exec for NetWare 9.2. Backups are made to a HP Storage Works Ultrium 460 Tape drive. Tapes are 400 GB Ultrium Data Cartridges. All backups are full backups (not incremental or differential)

EGF\_SRV01

VO-Student

### **Schedule:**

Daily backups are run on a nightly basis M-Fri starting at 5:30 p.m. Full system backups are run. This backs up all server volumes on all servers, including user data and e-mail databases.

### **Location of Backup Tapes:**

Backup tapes are stored in a fire resistant safe located in the server room. Every Monday, the previous weeks full backup from Friday night is brought to the TRF or EGF campus for off-site storage.

### **Retention of Backup Tapes:**

M - TH Daily backup tapes are saved for one week.

Fri Full system backup tapes are saved for 1 months.

## EXPLANATION FOR COLUMNS

### \*SM (Storage Media)

P = Paper, including maps, blueprints, plans, cards, checks/warrants

M = Microfilm (Not COM)

C = Computer Output Microfilm (COM)

E = Electronic, including: tapes, disks

A = Other, including: photographs, computer cards, x-rays, slides, exhibits

### \*\*DISPOSAL

D = Destroy

A = Transfer to the State Archives

P = Permanent

O = Other (e.g., return to client)

### \*\*\*DATA PRIVACY

A = Public

B = Private

C = Confidential

D = Nonpublic

E = Protected Nonpublic

F = Public & Private

G = Public & Confidential

H = Public and Nonpublic

I = Public & Protected Nonpublic

J = Public, Private & Confidential

K = Private & Confidential

L = Nonpublic & Protected Nonpublic

M = Public, Private & Nonpublic

N = Confidential & Nonpublic

O = Public, Confidential & Nonpublic

Q = Private & Nonpublic

R = Other

X = Exempt (e.g. Attorney's Data)