

Board Policies

ADMINISTRATIVE AFFAIRS

147.00 RECORDS RETENTION

In accordance with K.S.A. 72-1629, the Board of Trustees provides for and authorizes any officer, official or employee charged with or having custody of the following records, documents or other papers to destroy the same at the time indicated herein, and if more than one time can be made to apply, the longer time shall apply (as will departmental retention guidelines if these guidelines exceed the retention periods noted below): to authorize the destruction of student and financial records according to the schedule noted below.

- (a) Bookkeeping and accounting records that are original books of entry, claims, vouchers and purchase orders, five (5) years.
- (b) Formal audit reports, five (5) years.
- (c) Financial papers of any type relating to programs supported by federal funds, five (5) years or such longer time as may be required by applicable federal law, including student financial aid records and financial aid participation records, as defined in the Federal Student Aid Handbook.
- (d) All financial papers not otherwise specified in this section may be destroyed at any time after formal audit reports have been completed and filed in the appropriate office for a period of twelve (12) months, and this provision shall apply to the following: Warrants, warrant checks, receipts, canceled checks, and requisitions.
- (e) Official bonds of surety or indemnity, five (5) years after the termination of the term of employment.
- (f) Insurance policies, five (5) years after the expiration of the term thereof.
- (g) Bonds and coupons stamped paid or canceled and returned by the state fiscal agent, six (6) months after the next following annual formal audit of the school district.
- (h) In the absence of statute stating otherwise, it shall be the policy of Cowley College to retain no record longer than seven (7) years beyond the date of last activity, with the following exceptions:

Student Transcripts – Permanent
Board of Trustees Minutes – Permanent