

**Berkshire Community College  
Nursing Division  
Maintenance and Retirement of Records Policy**

**THE NURSING PROGRAM MAINTAINS RECORDS ACCORDING TO:**

**School/ Program Records**

<b>Document</b>	<b>Responsibility</b>	<b>Maintenance</b>	<b>Retirement</b>	<b>Comment/Rationale</b>
Annual Reports to Board	Program Administrator	10 years electronically	Destroy after 10 years	
Specific correspondence from Board	Program Administrator	10 years electronically	Destroy after 10 years	
General correspondence from Board	Program Administrator	3 years electronically	Destroy after 3 years	
Current curriculum material: <ul style="list-style-type: none"> <li>▪ Syllabus</li> <li>▪ Course Outlines</li> <li>▪ Course Evaluation</li> <li>▪ Clinical Evaluation</li> </ul>	Nursing Faculty	5 years electronically	Destroy after 5 years	
Student Exams	Nursing Faculty	3 years physical exams and electronically	Physical exams destroyed and electronic exams archived	
Minutes <ul style="list-style-type: none"> <li>▪ Faculty</li> <li>▪ Curriculum</li> <li>▪ Workshops</li> <li>▪ Advisory</li> </ul>	Administrative Assistant	5 years electronically	Destroy after 5 years	
ATI/HESI Assessment Test Results	Program Administrator	5 years electronically	Destroy after 5 years	
ACEN Correspondence	Program Administrator	5 years electronically	Destroy after 5 years	
Agency Contracts	Program Administrator	Stored 5 years in locked room Active - Self renewed contracts	NA – not destroyed Non renewed contracts - Shred and destroy after 5 years	Current facilities have new updated contract

NCLEX Results	Program Administrator	5 years electronically	Destroy after 5 years	
Department Budgets	Program Administrator	3 years electronically	Destroy after 3 years	
Articulation Agreements	Program Administrator	10 years	Shred and destroy after 10 years or as updated	
Content/Exit Surveys	Program Administrator/IE/Data Analyst	Individual copies kept 1 year Data compiled at 1 year Aggregate Data kept 5 years electronically	Destroy after 5 years	
Alumni Surveys	Program Administrator/IE/Data Analyst	Individual copies kept 1 year Data compiled at 1 year Aggregate Data kept 5 years electronically	Destroy after 5 years	

**Faculty Records**

Document	Responsibility	Maintenance	Retirement	Comment/Rationale
Personnel Files: <ul style="list-style-type: none"> <li>▪ Resume-initial and recent</li> <li>▪ Copy of nursing license at time of hire</li> <li>▪ Appointment/reappointment letters</li> <li>▪ Official transcripts</li> <li>▪ Personnel data form</li> <li>▪ Faculty release of information form</li> <li>▪ Correspondence, as applicable</li> <li>▪ Accolades, commendations, notes of appreciation, as applicable</li> <li>▪ College policy documents and forms, such as computer</li> </ul>	Director of Human Resources	Locked and Secure File in Human Resource Department	Maintained in compliance with the Massachusetts Statewide Record Retention Schedule for State Agencies. This schedule states that employee personnel files documenting an individual's work history are retained for fifty years after separation of service.	Per Massachusetts Statewide Record Retention Schedule for State Agencies.

<p>access, authorization to hire, personnel requisitions, change of rank, as applicable</p> <ul style="list-style-type: none"> <li>▪ Verification of employment forms, as applicable</li> <li>▪ Other documents as per the provisions of the applicable collective bargaining unit</li> </ul>				
<p>Faculty Program Portfolio:</p> <ul style="list-style-type: none"> <li>▪ Annual Faculty Profile/addenda</li> <li>▪ Current CPR certification*</li> <li>▪ Current Malpractice Insurance *</li> <li>▪ Current Nursing License</li> <li>▪ Updated Resume as needed</li> <li>▪ Mentoring Forms</li> <li>▪ Orientation Checklist</li> </ul>	Program Administrator	Locked and secured in the Program Coordinator's office and electronically	Duration of employment Shred and destroy after 7 years of resignation	
Faculty Immunization Record *	Nursing Data Analyst	7 years private secured, on file Permanently electronically	Duration of employment, shred and destroy after 7 years. Permanent electronically	

\*For faculty in the clinical settings

**Student Records: Family Educational Rights and Privacy Act (FERPA):** The Family Educational Rights and Privacy Act of 1974 (FERPA) protects the privacy of student records by requiring prior written consent before disclosing personally identifiable information to a third party. It applies to colleges and universities that receive funding from the federal government.

Document	Responsibility	Maintenance	Retirement	Comment/Rationale
<p>Admission Record (<b>TEAMS folder</b>)</p> <ul style="list-style-type: none"> <li>▪ Admission Checklist</li> <li>▪ Admission Correspondence</li> <li>▪ Evidence of HS completion or evidence of college degree</li> <li>▪ Matriculation Attest Form</li> </ul>	Dean of Enrollment Management	7 years private secured, on file, electronically	7 years and then shredded and destroyed	

<ul style="list-style-type: none"> <li>▪ Matriculation Form</li> <li>▪ Transcripts</li> <li>▪ Other documents as necessary</li> </ul> <p>Bridge only:</p> <ul style="list-style-type: none"> <li>▪ ATI Results</li> <li>▪ License</li> <li>▪ Proof of Employment</li> </ul>				
<p>Health &amp; Immunization Record</p>	<p>Nursing Data Analyst since 2019 – Student Engagement prior to Fall 2019</p>	<p>7 years private secured, on file Permanently electronically</p>	<p>7 years and then paper copies shredded and destroyed Permanently electronically</p>	
<p><b>Student Program File Online forms:</b></p> <ul style="list-style-type: none"> <li>▪ Entry Data Form</li> <li>▪ Parking permit information (form or email)</li> </ul> <p>Signature Packet:</p> <ul style="list-style-type: none"> <li>▪ Clinical Placement Form</li> <li>▪ Contract for Simulation</li> <li>▪ Drug Screening Form</li> <li>▪ Essential Functions Form</li> <li>▪ Latex Allergy Form</li> <li>▪ Notification of Policy Change Procedure</li> <li>▪ Student Handbook Statement of Understanding</li> </ul> <p><b>Documents:</b> Clinical Final Evaluation Summaries (FES) for each course</p> <p><b>As applicable, files may include:</b></p> <ul style="list-style-type: none"> <li>▪ Academic Written Warnings</li> </ul>	<p>Administrative Assistant</p>	<p>All graduate records are retained by the Dean of Nursing or designee, for each cohort, for 3 years after program completion in private secured file.</p> <p>Records, for students who leave the program due to a withdrawal or failure, are maintained for 3 years.</p>	<p>Contents of records are shredded and destroyed 3 years after graduation. A list of names of graduates are maintained electronically in perpetuity.</p> <p>Records are shredded for students who leave the program due to a withdrawal or failure, are maintained for 3 years after cohort graduation date.</p>	<p>Policy changed 11/2021 to keep records for 3 years after cohort graduation date instead of 6 months as previously approved</p>

<ul style="list-style-type: none"> <li>▪ Clinical Action Plan for Success</li> <li>▪ Critical Incident Professional Behavior Warning, Dismissal Forms</li> <li>▪ Medical leave - notes or permission to return to class/clinical</li> <li>▪ Mentoring Forms</li> <li>▪ Professionalism</li> <li>▪ Readmission ATI results</li> <li>▪ Readmission Skills paperwork</li> <li>▪ Remediation Plans for clinical, academic or laboratory</li> </ul>				
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**Other Collective Student Data Files**

Document	Responsibility	Maintenance	Retirement	Comment/Rationale
CPR certifications	Administrative Assistant	3 years after program completion in private secured file and/or electronically.	Contents of records are shredded and destroyed 3 years after cohort graduation date. A list of names of graduates are maintained electronically in perpetuity.	Policy changed 11/2021 to keep records for 3 years after cohort graduation date instead of 6 months as previously approved
Data Spreadsheet	Data Analyst	Electronically stored for 10 years	Destroyed after 10 years	
Student Program Complaint Records	Program Administrator	5 years private secured file	Kept 5 years – then destroyed	
Grievance Records	Dean of Students	5 years private secured file	Kept 5 years – then destroyed	
Student Dismissal Record	Registrar	Registrar secured online files	Permanent, secured, electronically	As per Dismissal Policy
Student Financial Aid Records:	The Director of Student	3 years private secured file in the Financial Aid	Federal records kept 3 years and then destroyed	<a href="http://www.finaid.org/educators/ferpa.html">http://www.finaid.org/educators/ferpa.html</a>

Records relating to eligibility and disbursement of Federal student aid funds	Financial Services	Office for Federal funds. 7 years private secured file in the Financial Aid office for State funds	State records kept 7 years and then destroyed. Per state requirements, student payroll records are maintained for seventy-five years and then destroyed.	
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**Graduate Records**

Document	Responsibility	Maintenance	Retirement	Comment/Rationale
Transcripts	Registrar	Permanent	Permanent, secured, electronically	

Created Nursing Faculty Committee – 5/1/23, revised 10/23/23, 4/29/24, Reviewed 11/25/24