



Changes to Schedule JC Effective September 22, 2010

Record Number	Records Series Title	Description of Change
PART 1: ADMISSION AND ASSESSMENT RECORDS		
JC3700-01a	Admission and Assessment Records	Retention changed to 1 year after application term.
JC3700-01b	Admission and Assessment Records	Retention changed to 1 year after application term.
JC3700-01c	Admission and Assessment Records	Retention changed to 1 year after application term.
PART 2: ACADEMIC RECORDS		
JC3725-02a	Advanced Placement and Credit Records	Retention changed to 5 years after graduation or date of last attendance.
JC3725-06a	Grade and Course Credit Records	Removed "grade change documentation" from record description. Grade change documentation is now covered by new records series JC3725-06e.
JC3725-06e	Grade and Course Credit Records	New records series.
JC3725-07	Graduation Applications and Authorizations	Retention changed to 5 years after graduation or date of last attendance.
JC3725-11	Transcripts	Records series expanded into two sub-series.
JC3725-11b	Workforce Continuing Education Transcripts	New records series.
JC3725-13	Transcript Requests (Student)	New records series.
PART 8: GENERAL EDUCATION DEVELOPMENT (GED) TESTING RECORDS		
JC3875-04	Test Scores	Records series expanded into two sub-series.
PART 10: LIBRARY AND MUSEUM RECORDS [NEW CATEGORY]		
JC3925-01	Accession/Deaccession Records	New records series.
JC3925-02	Borrower Registration Records	New records series.
JC3925-03	Circulation Records	New records series.

JC3925-04	Interlibrary Loan Records	New records series.
JC3925-05	Inventory Records	New records series.
JC3925-06	Library Catalogs	New records series.

PART 11: CAMPUS SECURITY RECORDS [New Category]

JC3950-01	Campus Crime Statistics	New records series.
JC3950-01a	Annual Security Report	New records series.
JC3950-01b	Crime Log	New records series.
JC3950-01c	Emergency Response and Evacuation Procedures	New records series.
JC3950-01d	Crime Statistics	New records series.
JC3950-02	Campus Fire Statistics	New records series.
JC3950-02a	Annual Fire Safety Report	New records series.
JC3950-02b	Fire Statistics	New records series.
JC3950-02c	Fire Log	New records series.