

**UNIVERSITY OF HAWAI`I
CHILDREN’S CENTERS RECORDS RETENTION SCHEDULE**

**CAMPUSES:
UNIVERSITY OF HAWAI`I AT MĀNOA
HAWAI`I COMMUNITY COLLEGE
HONOLULU COMMUNITY COLLEGE
LEEWARD COMMUNITY COLLEGE
KAPI`OLANI COMMUNITY COLLEGE
WINDWARD COMMUNITY COLLEGE**

Definitions

“Retention” – the Retention column shall be interpreted as the minimum retention period, which reflects regulations and industry standards. If other industry handbooks, federal regulations, or other legal guidelines require a retention period that is longer than our minimum recommended retention period, continue to follow such guidelines and notify the Data Governance Office.

Notes

Student records that are not included in this appendix may not be disposed of without the prior approval of the State Comptroller as prescribed in HRS §94-3. Refer to EP2.216, section E-8, for more information.

Keeping duplicates of original records with data classified as Sensitive is discouraged. However, if there is an administrative need, duplicates may be retained until that need is met, then those copies should be disposed of. Unlike duplicates, original records with a permanent retention period must be retained in perpetuity.

The disposition method for records in this schedule is to destroy them after they have satisfied their required period of retention. Refer to EP2.216, sections E-3 and E-4 for more information, including a link to disposal guidelines.

For similar records that had different retention periods, the most conservative retention periods were selected.

UNIVERSITY OF HAWAI`I CHILDREN`S CENTERS

CAMPUSES:

UH MĀNOA, HAWAI`I CC, HONOLULU CC, LEEWARD CC, KAPI`OLANI CC & WINDWARD CC

Series Name	Retention	Disposition
<u>Family Financial Files (DATA CLASSIFICATION CATEGORY: SENSITIVE)</u> Related Fees and Payments for Childcare	7 years from last day (last) child enrolled.	Destroy after cited retention.
<u>Child Files (Program) (DATA CLASSIFICATION CATEGORY: REGULATED)</u> Background, emergency, medical, financial, illness and injury, miscellaneous, and developmental information	3 years from last day from disengagement.	Destroy after cited retention.
<u>Child Files (Classroom) (DATA CLASSIFICATION CATEGORY: SENSITIVE)</u> Trackers, work samples, notes, reports, communication documents, care plans, etc.	3 years from last day from disengagement.	Destroy after cited retention.
<u>Digital Data Management (DATA CLASSIFICATION CATEGORY: SENSITIVE)</u> Child Performance Data Collection, used to evaluate progress in curriculum	1 school year.	Destroy after cited retention
<u>Digital Data Management (DATA CLASSIFICATION CATEGORY: SENSITIVE)</u> Program Financial Collection	7 years.	Destroy after cited retention.
<u>Digital Data Management (DATA CLASSIFICATION CATEGORY: PUBLIC)</u> Program Documentation, including but not limited to newsletters, memoranda, events, photos	Use GRS 1.13 Public Relations Files.	Use GRS 1.13 Public Relations Files.