

Field Trip Form Retention Guidelines

Off Campus Activity/Event – Day & In-County

1.	Travel Assumption of Risk & Release of Liability form.	Department retains as official record for 2 years
2.	Student Emergency Information Form	Activity Coordinator retains, then shreds after the activity/event.
3.	SMCC Student Behavior Contract	Activity Coordinator retains for 1 year, then shreds.
4.	Official Absence Excuse (if applicable)	Student retains for their record.
5.	Chaperone Responsibilities	Department retains as official record for 3 years.
6.	Travel Authorization Form	Fiscal Office retains as official record for 3 years.
7.	Club/Student Organization Trip Roster Form	(Must include w/travel request form) Forward copy to College Safety Office Activity Coordinator retains, then shreds after the activity/event

Off Campus Activity/Event – Overnight and/or Out-of-County

1.	Travel Authorization Form	Fiscal Office retains as official record for 3 years
2.	Travel Assumption of Risk & Release of Liability	Department retains as official record for 2 years
3.	Out of State Activities Form (if applicable)	One form per activity, forward to Fiscal Office
4.	Student Emergency Information Form	Activity Coordinator retains, then shreds after the activity/event
5.	SMCC Student Behavior Contract	Activity Coordinator retains for 1 year, then shreds
6.	Official Absence Excuse (if applicable)	Student retains for their record.
7.	Overnight Parking Form (if applicable)	One form per activity, forward to College Safety Office
8.	Chaperone Responsibilities Agreement	Department retains as official record for 3 years
9.	Risk Assessment Form	Fiscal Office retains as official record for 3 years (PDF) Available
10	Club/Student Organization Trip Roster Form	Must include w/travel request form) Forward copy to College Safety Office. Activity Coordinator retains, then shreds after the activity/event

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