

Retention schedule of the Dharma Gate Buddhist College

Meaning of abbreviations: NS = non-disposable

HN = to be retained without time limit

Item numb	Subject	Date of dispos	Date of archival
	General section		
	I. Management, administrative, and legal		
V01	Founding document	NS	HN
V02	Accreditation affairs (MAB, FAT, and other organisations' accreditations granted)	NS	HN
V03	NEFNI, Education Office, registration affairs, applications, decisions, and correspondence (by sampling)	4 years	HN
V04	Records related to capacity accreditation	NS	HN
V05	Maintainer (three-year) agreements and related records	NS	HN
V06	Organizational and Operational Regulations, other policies, organogram, and records related to organizational development, transformation, integration, and separation	NS	15 years
V07	College development plans, IFT, Employment Plan, Asset Management Plan, Commitment Plan, Equal Opportunities Plan	NS	15 years
V08	Instructions and circulars issued by the Rector, the Director of Finance,	NS	15 years
V09	Organisation and operation of governing bodies (Senate, College Council, faculty meeting) — minutes, memoranda, audio recordings, resolutions, and records related to elections	NS	15 years
V10	Organisation and operation of the Scientific Council, Committees, and other bodies (by sampling)	5 years	HN
V11	Rector's appointments and dismissals	NS	8 years
V12	Affairs related to the operation of the Student Government (by sampling)	NS	4 years
V13	Annual technical reports, reports, and work plans	NS	5 years
V14	Data reporting (non-financial), records related to FIR and VIR	NS	15 years
V15	Institutional applications for grants	5 years	8 years
V16	Court, administrative authority, and other legal affairs	NS	15 years
V17	Internal audit	NS	HN
V18	Affairs related to supervisory audits	NS	HN

V19	Documents of the Integrated Quality and Environmental Management System, Quality Enhancement Plan, Quality Assessment Plan, Sustainability Plan	NS	15 years
V20	Affairs concerning business associations and school cooperatives affiliated	NS	8 years
V21	Affairs of foundations affiliated with the College	NS	15 years
V22	Affairs of institutional-level alliances and associations	NS	15 years
V23	Records of knowledge centres operating in consortia	NS	8 years
V24	ALUMNI organisation	NS	8 years
V25	Affairs of other organisations affiliated with the College	NS	8 years

V26	Membership in an external organisation	10 years	-
V27	Forums for social dialogue	NS	15 years
V28	Social councils	10 years	-
V29	Rectorate, employee forums	NS	8 years
V30	Disposal and transfer-and-receipt reports, and registers related to records management	NS	8 years
V31	Cooperation with domestic educational and scientific institutions	NS	15 years
V32	Cooperation with other domestic organisations	NS	15 years
V33	Study trips of the College's lecturers and researchers, and official travel to domestic conferences and other events	NS	15 years
V34	Domestic organisational memberships and payment of membership fees	NS	15 years
V35	Conferences organised by the College	NS	8 years
V36	Meetings organised by the College	4 years	-
V37	Records of College ceremonies	4 years	-
V38	Electronic administration affairs	NS	HN
V39	Other, non-financial data reporting	20 years	-
	II. External and internal communication		
K001	Affairs of image building and PR	NS	8 years
K002	Media relations	8 years	-
K003	Ceremonial and regular assemblies of the College, exhibitions	NS	8 years
K004	Informative College publications	NS	8 years
K005	Affairs concerning the College's sports, cultural, and artistic activities	NS	8 years
K006	Affairs related to external and internal network communication	5 years	-
K007	Affairs related to the operation of the website	5 years	-
	III. Human resources affairs		
H01	Human resources plans	10 years	HN
H02	Calls for applications and applications for teaching, research, and other positions	NS	15 years
H03	Executive appointments	50 years	-

H04	Affairs related to the establishment, modification (transfer, substitution), and termination of full-time public employment (employment relationship)	50 years	-
H05	Affairs related to the employment of staff with secondary contractual	50 years	-
H06	Affairs related to lecturer assignments and the employment of external instructors	50 years	-
H07	Other assignment contracts	50 years	-
H08	Affairs related to academic qualification procedures	NS	15 years
H09	Job descriptions	20 years	-
H10	Performance evaluation of lecturers	20 years	-
H11	Disciplinary affairs, case files of workplace disputes, warnings, and workplace complaints	NS	15 years
H12	Further training and study contracts	10 years	-
H13	Performance evaluation of employees	20 years	-
H14	Awarding of honours and titles	10 years	-
H15	Equal opportunities affairs	20 years	-
H16	Creative leave affairs	10 years	-
H17	Public interest voluntary contracts	50 years	-

	IV. Employment affairs (wages, social		
M01	Employment plans, wage and employment reports, employment policy decisions, and position statements	NS	20 years
M02	Employment affairs related to wages, allowances, honoraria, and the 13th-	10 years	-
M03	Rewards and honoraria	10 years	-
M04	Fringe benefits (meal vouchers, holiday vouchers, work clothes, protective clothing, etc.)	10 years	-
M05	Social security and pension affairs, service time calculation	NS	50 years
M06	Leave affairs	10 years	-
M07	Tax and social security declarations	10 years	-
M08	Tax certificates and declarations	10 years	-
M09	Payroll postings, payroll summaries, payroll statistics	10 years	-
	V. Financial affairs		
G01	Budgets, financial reports, distribution of budgetary resources among management units, and loan affairs	NS	20 years
G02	Investment and development plans, capital projects, and new facilities	NS	15 years
G03	Affairs related to real estate registration and land registry extracts	NS	HN
G04	Affairs related to asset management and the Hungarian National Asset Management Inc.	NS	20 years
G05	Affairs related to PPP investments (public-private partnerships)	NS	50 years
G06	Affairs related to the procurement of machines and instruments, and	20 years	-
G07	Procurement of office supplies	5 years	-

G08	Affairs related to renovation, refurbishment, and maintenance	10 years	-
G09	Inventory affairs and disposal reports	10 years	-
G10	General ledger accounts, statements, and accounting vouchers	10 years	-
G11	Representation budget and related affairs	10 years	-
G12	Classroom requests and allocations	5 years	-
G13	Contracts	10 years	-
G14	Various types of funding (vocational training contributions, foundation funding, etc.)	15 years	-
G15	Management, registration, and control of student residence fees	10 years	-
G16	Student scholarships, student welfare benefits, and tuition affairs	10 years	-
G17	Training farm and transport affairs	15 years	-
G18	Educational technology, postal services, and telecommunications	5 years	-
G19	Energy and utilities affairs	10 years	-
G20	Economic affairs of external relations	10 years	-
G21	Internal official travel affairs	10 years	-
G22	Housing applications, housing allocations, service accommodation allocations, and housing loan applications	30 years or until loan repayment	-
G23	Affairs related to international official travel	10 years	-
G24	Social and aid affairs	5 years	-
G25	Expense accounting and reimbursement	10 years	-
G26	Debts, collections, account settlements, and tax affairs	10 years	-
G27	Affairs related to the catering of employees and students	5 years	-
G28	Reports and data reporting to external organisations	NS	20 years
G29	Declarations related to financial affairs	10 years	-
G30	The general administrative documents of the Directorate	10 years	-

	SPECIAL SECTION		
	VI. Affairs related to scientific research work		
TU01	Scientific work plans and reports	NS	15 years
TU02	Scientific grant applications	NS	15 years
TU03	Authored works, inventions, and innovation affairs	NS	15 years
TU04	Scientific conferences (not organised by the College), Scientific publications	NS	20 years
	VII. Teaching work		
OM01	The Strategic Programme of the College	NS	25 years
OM02	Training programmes, curricula, course schedules, subject programmes, and syllabi	NS	15 years
OM03	Affairs related to educational development and modernization	NS	15 years

OM04	Textbooks, lecture notes, teaching aids, and related affairs	NS	15 years
OM05	Affairs and reports related to teaching and educational work	10 years	-
OM06	Affairs related to postgraduate training	20 years	-
OM07	Affairs related to higher-level vocational training	20 years	-
OM08	Affairs related to specialized further training	20 years	-
OM09	Affairs related to adult education	20 years	-
OM10	Affairs related to adult education	20 years	-
OM11	Affairs related to other vocational training	NS	15 years
OM12	Affairs related to the operation of teachers' meetings	NS	15 years
OM13	Affairs related to the operation of departments	20 years	-
OM14	Affairs related to the organization of distance education	20 years	-
OM15	Affairs related to cooperative education	NS	15 years
OM16	Records of the Social Advisory Board	20 years	-
OM17	Admission affairs, enrolment quotas	20 years	-
OM18	Affairs related to higher education vocational training	20 years	
	VIII. Records related to international activities		
NK01	Cooperation with foreign educational and research institutions	NS	15 years
NK02	Cooperation with other foreign organisations	NS	15 years
NK03	Study trips of the College's lecturers and researchers, and official travel to international conferences and other events	NS	15 years
NK04	Organisation of international conferences in Hungary	5 years	-
NK05	Study visits by instructors and researchers from foreign higher education institutions, and their activities at the College	NS	15 years
NK06	Foreign organisational memberships and payment of membership	NS	15 years
NK07	Hosting foreign visitors	NS	15 years
NK08	Forwarding official documents and certificates abroad and securing their recognition. Recognition of diplomas obtained abroad	NS	HN
NK09	Foreign-language certificates	10 years	-
NK10	DGBC students' professional internships abroad, scholarships, and other affairs	NS	15 years
NK11	Records related to foreign students' non-degree studies	5 years	-
NK12	Foreign students' professional internships, scholarships, and other	NS	15 years
NK13	International grant applications	15 years	-
	IX. Academic affairs		
TÜ01	Academic year calendar, class timetables, semester schedules	15 years	-
TÜ02	Guidance on application procedures for the various programme formats, and on the principles of admission	NS	15 years

TÜ03	Guidance for students on enrolment	3 years	-
TÜ04	Register of non-admitted applicants	3 years	-
TÜ05	Students' personal records	10 years	80 years
TÜ06	Transcript of Records, Student Register, Alphabetical index to the Student Register, Student Registry Sheet.	NS	HN
TÜ07	Affairs related to the operation of the NEPTUN system	NS	HN
TÜ08	Scientific Student Associations	10 years	-
TÜ09	Research plans and reports	NS	15 years
TÜ10	Change of students' major, study format, or funding scheme; specialization enrolment; transfer from another higher education institution; parallel and guest student status; preferential study schedule; credit transfer	10 years	-
TÜ11	Students' internships	10 years	-
TÜ12	Exemptions from courses, examinations, and practical classes; deferrals. Semester-by-semester student lists.	10 years	-
TÜ13	Students' enrolment, suspension and termination of student status.	10 years	-
TÜ14	Examination affairs, examination questions, examination papers,	10 years	-
TÜ15	Students' study trips and site visits	5 years	-
TÜ16	Affairs related to final examinations, theses, diplomas, and certificates.	NS	HN
TÜ17	Diploma Award Register	NS	HN
TÜ18	Academic and other scholarships	10 years	-
TÜ19	Physical education and sports	15 years	-
TÜ20	Affairs related to foreign-language programmes	NS	10 years
TÜ21	Certificates issued to students (non-academic permits)	5 years	-
TÜ22	Evaluation of students, affairs related to student employment	NS	15 years
TÜ23	Language examination affairs	15 years	-
TÜ24	Affairs related to language examination centres	15 years	-
TÜ25	Affairs related to joint programmes	NS	15 years
TÜ26	Tuition fee affairs	15 years	-
TÜ27	Affairs related to the employment of graduates	15 years	-
TÜ28	Affairs related to the operation of the Student Centre	15 years	-
TÜ29	Affairs related to student grant applications	10 years	-
TÜ30	National Higher Education Scholarship	10 years	-
TÜ31	Student disciplinary affairs (by sampling)	10 years	-
TÜ32	Student appeals affairs	10 years	-
TÜ33	Students' accident affairs	10 years	-
TÜ34	Consultation documents of correspondence and distance education students	5 years	-
TÜ35	Affairs related to student ID cards	10 years	-
TÜ36	Affairs related to course registration and withdrawal	10 years	-

TÜ37	Affairs of the Student Affairs Committee (by sampling)	10 years	
TÜ38	Affairs related to demonstrators (by sampling)	10 years	
TÜ39	Affairs related to student services	10 years	
	X. Library affairs		
KÖ01	Affairs of principle related to library management	NS	15 years
KÖ02	International publication exchange	NS	15 years
KÖ03	Records related to the protection of museum heritage: notifications of protected status, designation of specific museum objects and private libraries as protected, and bequest, donation, and deposit	NS	15 years
KÖ04	Affairs of the library related to mandatory and surplus copies	10 years	-
KÖ05	Library records (inventory book, accession and withdrawal log), and protocols related to changes in the collection	NS	HN
KÖ06	Procurement of domestic and foreign books and journals, and related affairs	5 years	-
KÖ07	Documents related to the library's public services, interlibrary loans	5 years	-
	XI. Dormitory and student residence affairs		
KL01	Affairs related to the operation of the dormitory, admissions	NS	15 years
KL02	Affairs related to the operation of the dormitory, admissions	NS	15 years
KL03	Affairs related to the operation of the special college	NS	15 years
	XII. Other affairs		
E01	Fire safety	50 years	-
E02	Occupational safety	30 years	-
E03	Occupational safety and accident prevention training for students	10 years	-
E04	Affairs related to healthcare services for staff and students	10 years	-
E05	Civil protection	30 years	-
E06	Affairs related to archiving and disposal of records	NS	15 years
E07	Register of seals/stamps	10 years	-