

Record Retention - Academics	
Schedule	Description
Schedule A	Admissions Records for Applicants Who Do Not Enroll
Schedule B	Admissions Records for Applicants Who Enroll
Schedule C	Student Academic Records
Schedule D	Student Record Electronic Data
Schedule E	Publications, Statistical Data, and Institutional Reports
Schedule F	FERPA Records
Schedule G	Federal Disclosure Records
Schedule H	Federal Student Financial Aid (SFA) Record Retention Requirements
Abbreviations	
AA	After Application
AG	After Graduation or Non-Attendance
AY	From the Award Year
CC	After Course Completion
CERT	After Certification
DD	After Date Distributed
DS	After Date Submitted
P	Permanent
RD	From the Date of Required Disclosure
UA	Until Admitted
UT	Until Terminated
V	Variable (until administrative need is satisfied)
RPeriod	Recommended Retention Period
American Association of Collegiate Registrars and Admissions Officers, <u>Retention of Records: Guide for Retention and Disposal of Student Records</u> . Washington, DC: AACRAO, 2010.	

Schedule Description	Schedule A: Admissions Records for Applicants Who Do Not Enroll		
Record Series Title	Description	RPeriod	Notes
Admission Documents			
Admissions Letters	Notices of admission, denial, waitlist notification	1 year AA	
Correspondence, relevant		1 year AA	
Waivers of rights of access (admissions)	Waiving right of access to admission letters of recommendation	UT	
Application Materials			
Applications for admission/readmission		1 year AA	
Credit by examination	Reports/scores on AP, CLEP, PEP, etc.	5 years AG	
Entrance examination reports/test scores	Standardized test scores, such as ACT/SAT, LSAT, MCAT, GRE, TOEFL	1 year AA	
Medical records	Includes such things as immunization records	1 year AA	
Letters of recommendation (admissions)		1 year AA	
Military documents		1 year AA	
Placement test records/scores		1 year AA	
Residency classification forms		1 year AA	
Test scores (other)		1 year AA	
Transcripts (high school)		1 year AA	
Transcripts (other colleges)		1 year AA	
International Student Documents			
Alien Registration Receipt Card	Evidence of admissibility as a permanent resident	1 year AA	
DS-2019	Certificate of eligibility for J1 visa status (formerly IAP-66)	1 year AA	
Employment Authorization (work permit), if granted		1 year AA	
I-20	Certificate of eligibility for F-1 visa status	1 year AA	
I-94 Card (copy)	Document issued to non-immigrants; also known as Arrival-Departure Record	1 year AA	
Passport number		1 year AA	
Statement of Education Costs	Estimate of total school year costs	1 year AA	
Statement of Financial Responsibility	Evidence of adequate financial resources	1 year AA	

Schedule Description	Schedule B: Admissions Records for Applicants Who Enroll		
Record Series Title	Description	RPeriod	Notes
Admission Documents			
Admissions Letters	Notices of admission, denial, waitlist notification	5 years AG	
Correspondence, relevant		5 years AG	
Waivers of rights of access (admissions)	Waiving right of access to admission letters of recommendation	UT	
Application Materials			
Applications for admission/readmission		5 years AG	
Credit by examination	Reports/scores on AP, CLEP, PEP, etc.	5 years AG	
Entrance examination reports/test scores	Standardized test scores, such as ACT/SAT, LSAT, MCAT, GRE, TOEFL	5 years AG	
Medical records	Includes such things as immunization records	5 years AG	
Letters of recommendation (admissions)		UA	
Military documents		5 years AG	
Placement test records/scores		5 years AG	
Residency classification forms		5 years AG	
Test scores (other)		5 years AG	
Transcripts (high school)		5 years AG	
Transcripts (other colleges)		5 years AG	
International Student Documents			
Alien Registration Receipt Card	Evidence of admissibility as a permanent resident	5 years AG	
DS-2019	Certificate of eligibility for J1 visa status (formerly IAP-66)	5 years AG	
Employment Authorization (work permit), if granted		5 years AG	
I-20	Certificate of eligibility for F-1 visa status	5 years AG	
I-94 Card (copy)	Document issued to non-immigrants; also known as Arrival-Departure Record	5 years AG	
Passport number		5 years AG	
Statement of Education Costs	Estimate of total school year costs	5 years AG	
Statement of Financial Responsibility	Evidence of adequate financial resources	5 years AG	

Schedule Description	Schedule C: Student Academic Records		
Record Series Title	Description	RPeriod	Notes
Academic Program Records			
Academic advisement records		2 years AG	
Academic warning	Notice of academic action related to academic non-performance/deficiency	5 years AG	
Academic suspension	(same as above)	5 years AG	
Academic dismissal	(same as above)	P	
Academic integrity code violations (with sanctions)	Notice of violation of academic integrity policies including sanctions, if any	P	
Academic Records (miscellaneous)	Narrative evaluations, competency assessments, etc.	P	
Correspondence (student)	Related to academic records, inquiries	1 year	
Disciplinary action records	Grade or program actions, notice of sanctions related to personal conduct	5 years AG	
Grievance/complaint (by student)	Various course/exam related issues. Not grade or FERPA disputes (see Grade appeal/complaint or Schedule F)	3 years after closure	
Leave of absence		2 years	
Major changes, certification of 2nd majors, minors		5 years AG	
Petitions	Exceptions to academic rules	4 years	
Thesis/dissertation		P	
Transcripts	Permanent academic record	P	
Certification/Verification Records			
Athletic Eligibility reports		1 year CERT	
Athlete records	Initial and continuing eligibility information, academic information, documentation of participation, tutor evaluation and assessment	10 years	
Enrollment verifications	Verifications of enrollment, graduation, GPA, and other related academics	1 year after verification	
Residency verification records	Documents in support of verifying residency in state for tuition purposes	6 years after submission	
Teacher certifications		1 year CERT	
Transcript requests (students)	Official transcript requests by students	1 year DS	
VA certification records	Certifying documents for VA benefits	2 years AG	
Degree and Certificate Records			
Application for degree or other credential	Degree application, record of degree name, etc.	5 years AG	
Degree audit records	Degree audits in support of graduation clearing	5 years AG	

Schedule Description	Schedule C: Student Academic Records		
Record Series Title	Description	RPeriod	Notes
Diplomas (returned)		5 years	
Graduation lists	Lists of graduates for graduating class	P	
Substitutions/waivers	Approvals to meet program requirements with administrative action	5 years AG	
Grade and Scholarship/Deficiency Records			
Name change authorizations		5 years AG	
Personal data forms	Change of address, race/ethnicity questionnaires, other demographic data	1 year AG	
Transfer credit evaluations		5 years AG	
Tuition and fee charges		5 years AG	
Registration and Enrollment Records			
Class schedules (students)	Student schedules for each term	1 year AG	
Class lists	Record of class rosters for each term	P	
Course repeat form/approval		1 year DS	
Credit/no credit, audit, pass/no pass approvals	Authorizations for various enrollment options	1 year DS	
Enrollment changes	Record of student add/drop/withdraw from class	1 year DS	
Hold or encumbrance authorizations	Registration and transcript holds	1 year after released	
Registration/Enrollment records	Initial registration forms, current enrollment records	1 year DS	
Withdrawal/cancellation of enrollment records	Record of request to withdraw from all classes	5 years AG	

Schedule Description	Schedule D: Student Record Electronic Data		
Record Series Title	Description	RPeriod	Notes
Student Records			
Data change logs	Electronic log of changes to enrollment and other data, including data/time stamp information and user that changed data if that data is maintained separately in system	10 years	
Email data/information	Emails and other electronic communications that authorize academic/enrollment actions and/or provide directory/non-directory information about a student	V	
Enrollment data	Electronic record of enrollment in classes, including records of drop, add, and enrollment change activity	10 years	
Grade data	Electronic record of submitted grades and grade changes, including data/time stamp and user data	P	
Student demographic information	Electronic student data including student characteristics, date of birth, former names, address information, photo ID and ethnic information, etc.	50 years	

Schedule Description	Schedule E: Publications, Statistical Data, and Institutional Reports		
Record Series Title	Description	RPeriod	Notes
Publications, Statistical Data and Institutional Reports			
Catalogs	Published, annually or bi-annually, record of courses, degrees, and programs of study offered	P	
Commencement programs	Published record of graduates for public distribution	P	
Degree statistics	Record of degrees granted by institution per graduation term and/or annually	P	
Enrollment statistics	Per term report of enrolled students, e.g., by class, by course, totals, headcount, and FTE	P	
Grade distribution and other grade statistics	Report of grades given including summary grade point statistics by class	P	
Instructor evaluations (by students)		1 semester	
Race/ethnicity reporting	Report of student enrollment, graduation, and other metrics by race and ethnic origin	P	
Schedules of classes	Per term listing of all courses offered including time/day and seat limits	P	

Schedule Description	Schedule F: FERPA Records		
Record Series Title	Description	RPeriod	Notes
FERPA Records			
Requests for formal hearings	Student-initiated request for formal hearing regarding amendment of educational record	P	
Requests for and disclosures of personally identifiable information	Necessary for compliance with record-keeping requirements in FERPA	P	
Requests for nondisclosure of directory information	Student request to opt out of directory information disclosure	P or UT	
Statements on content of records regarding hearing panel decisions	If student request for amendment of record not granted, then student statement is included in record	P	
Written consent for records disclosure	Student signed (electronic or paper) authorization for disclosure of educational record	P or UT	
Waivers for rights of access		UT	
Written decisions of hearing panels	Decisions resulting from formal hearings regarding amendment of educational records	P	

Schedule Description	Schedule G: Federal Disclosure Records		
Record Series Title	Description	RPeriod	Notes
Federal Disclosure Records			
Athletic Participation/EADA documents		3 years RD	
College Costs, Accreditation, Textbook Information, Transfer Credit Policy	Complies with HEOA	3 years RD	
Crime Statistics/Security Reports	Complies with Clery Act reporting requirements	3 years RD	
Graduation/Completion, Transfer-out Data	Complies with Student Right-to-Know legislation	3 years RD	
Institutional Information (cost of attendance, withdrawal procedures, accreditation, etc.)		3 years RD	

Schedule Description	Schedule H: Federal Student Financial Aid (SFA) Record Retention Requirements	
Record Series Title/Description	RPeriod	Notes
SFA Program Records		
Accrediting and licensing agency review, approvals, and reports	3 years AY	
Audit reports and school responses	3 years AY	
Records pertaining to financial responsibility and standards of administrative capability	3 years AY	
Program Participation Agreement	3 years AY	
Self-evaluation reports	3 years AY	
State agency reports	3 years AY	
SFA Fiscal Records		
Bank statements for accounts containing SFA funds	3 years AY	
Federal work-study payroll records	3 years AY	
Ledgers identifying SFA transactions	3 years AY	
Records of SFA program transactions	3 years AY	
Records of student accounts	3 years AY	
Records support data on required reports (SFA program reconciliation reports, audit reports and school responses, Pell grant statements of accounts, accrediting and licensing agency reports)	3 years AY	
SFA Recipient Records		
Application data submitted to the Department of Education or lender by the school on behalf of the student	3 years AY	
Data used to establish student's admission, enrollment status, period of enrollment	3 years AY	
Date and amount of disbursements	3 years AY	
Documentation of student's eligibility	3 years AY	
Documentation of student's satisfactory academic progress	3 years AY	
Documentation of student's program of study and enrolled courses	3 years AY	
Documentation related to receipt of aid, such as amount of grant, loan, FWS award, and calculations used to determine aid amounts	3 years AY	
Documentation of initial or exit loan counseling	3 years AY	
Documentation supporting the school's calculation of its completion/graduation or transfer-out rate	3 years AY	
Documents used to verify applicant's data	3 years AY	
Financial aid history for transfer students	3 years AY	
Reports and forms used for participation in the SFA program	3 years AY	
Student Aid Report (SAR) or Institutional Student Information Report (ISIR)	3 years AY	
Requirements for Specific Aid		
Borrowers eligibility records	3 years AY	
Campus-based aid (Perkins loan, SEOG, Federal Work Study)	3 years AY	

Schedule Description	Schedule H: Federal Student Financial Aid (SFA) Record Retention Requirements	
Record Series Title/Description	RPeriod	Notes
FFEL and Direct Loans: Fiscal Operations Report (FISAP)	3 years AY	
Pell Grant	3 years AY	
Perkins repayment records	3 years from date loan assigned, cancelled, or repaid	
Perkins original promissory notes	Until loan is satisfied or documents are needed to enforce obligation	
All other records/reports	3 years AY	