

<u>Record Series Title</u>	<u>Description</u>	<u>Period of Retention</u> *	<u>Notes</u>
Admission letters	Notices of admission, denial, waitlist notification	1 year AAT	1
Correspondence, relevant		1 year AAT	1
Waivers of rights of access (admissions)	Waiving right of access to admission letters recommendation	UANS	1, 2
Applications for admission or re admission	Admission application such as undergraduate, graduate, international, non degree/special admittance	1 year AAT	1
Credit by examination	Reports/scores on Advanced Placement, CLEP, PEP, etc.	5 years AG	1
Entrance examination report/test scores	Standardized test scores, such as ACT/SAT, LSAT, MCAT, GRE, TOEFL, graduate writing samples	1 year AAT	1
Medical records	Includes such things as immunization records	1 year AAT	1
Letters of recommendation (admissions)		1 year AAT	1
Military documents		1 year AAT	1
Placement test records/scores		1 year AAT	1
Residency classification forms		1 year AAT	1
Test scores (other)		1 year AAT	1
Transcripts (high school)		1 year AAT	1
Transcripts (other colleges)		1 year AAT	1,3
Alien Registration Receipt Card	Evidence of admissibility as a permanent resident	1 year AAT	1
DS 2019	Certificate of eligibility for J1 visa status (formerly IAP 66)	1 year AAT	1
Employment Authorization (work permit), if granted		1 year AAT	1
I 20	Certificate of eligibility for F 1 visa status	1 year AAT	1
I 94 Card (copy)	Document issued to Candidate D O A		

Schedule B Admission Records for Applicants who enroll

<u>Record Series Title</u>	<u>Description</u>	<u>Period of Retention</u> [*]	<u>Notes</u>
Admission Documents			
Admission letters †	Notices of admission, denial, waitlist notification	5 years AG	1, 4
Correspondence, relevant		5 years AG	1, 4
Waivers of rights of access (admissions)	Waiving right of access to admission letters recommendation	UANS	1, 2, 4
Application Materials			
Applications for admission or re admission	Admission application such as undergraduate, graduate, international, non degree/special admittance	5 years AG	1, 4
Credit by examination	Reports/scores on Advanced Placement, CLEP, PEP, etc.	5 years AG	1, 4
Entrance examination reports/test score	Standardized test scores, such as ACT/SAT, LSAT, MCAT, GRE, TOEFL, graduate writing sample	5 years AG	1, 4
Medical records	Includes such things as immunization records	5 years AG	1, 4
Letters of recommendation (admissions)		UA	1, 2, 4
Military documents		5 years AG	1, 3, 4
Placement test scores/reports		5 years AG	1, 4
Residency classification forms		5 years AG	1, 4
Test scores (other)		5 years AG	1, 4
Transcripts (high school)		5 years AG	1, 4
Transcripts (other colleges)		5 years AG	1, 4, 5
International Students Documents			
Alien Registration Receipt Card	Evidence of admissibility as a permanent resident	5 years AG	1, 4
DS 2019	Certificate of eligibility for J1 visa status (formerly IAP 66)	5 years AG	1, 4
Employment Authorization (work permit), if granted		5 years AG	1, 4
I 20	Certificate of eligibility for F 1 visa status	5 years AG	1, 4
I 94 Card (copy)	Document issued to nonimmigrants; also known as Arrival Departure Record	5 years AG	1, 4
Passport number		5 years AG	1, 4
Statement of Educational Costs	Estimate of total school year costs	5 years AG	1, 4
Statement of Financial Responsibility	Evidence of adequate financial resources	5 years AG	1, 4

* **AFT**: After first term enrollment; **AG**: After graduation term or last term of attendance; **UA**: Until admitted; **UANS**: Until administrative need is satisfied † including those programs with a separate admission process from the general application

¹ The retention periods recommended above are based on the following:

Uniform retention periods allow for the destruction of the entire application folder which will save time reviewing and sorting documents. the reviewing retained qu

² FERPA states that letters of recommendation not accompanied by waivers and retained beyond their intended use may be viewed by the student. As a consequence, it is recommended that these letters be destroyed after admission of the student. Waivers of rights of access filed with letters of recommendations should be retained as long as the file is retained. Students who revoke their waivers of rights of access may not see letters of recommendation submitted during the time the waivers were in force.

³ VA regulations state that the following student records must be retained for at least three years after termination of enrollment:

Previous education or training (transcripts from other colleges and source documents for other nontraditional credit).

Evidence of formal admission (acceptance letters). The regulations state that longer retention will not be required unless written request is received from the General Accounting office or the VA no later than 30 days prior to the end of the three years period.

⁴ Educational institutions participating in federal, state, and private programs of low interest loans to students must retain student records of admission and placement for three years after graduation or withdrawal. In the event of an open audit, records must be retained until all questions are resolved.

⁵ Some documents from institutions in other countries may be originals and therefore difficult or impossible for the applicant to replace. The records custodian may want to return these documents to the applicant rather than destroy them.

Schedule C Students Academic Records

<u>Record Series Title</u>	<u>Description</u>	<u>Retention Period*</u>	<u>Notes</u>
Academic Program Records			
Academic advisement records		2 years AG	2, 3, 5
Academic warning	Notice of academic action related to academic non performance/deficiency	5 years AG	2, 3, 5
Academic suspension	Notice of academic action related to academic non performance/deficiency	5 years AG	2, 3, 5
Academic dismissal	Notice of academic action related to academic non performance/deficiency	P	3, 5
Academic integrity code violations (with sanctions)	Notice of violation of academic integrity policed including sanctions, if any	P	1, 3, 5
Academic Records (miscellaneous)	Narrative evaluations, competency assessments, etc.	P ^A	1, 3, 5, 6
Correspondence (students)	Related to academic records, inquiries	1 year	3, 5
Disciplinary action records	Grade or program actions, notice of sanctions related to personal conduct	5 years AG	2, 3, 5
Grievance/complaint (by student)	Various course/exam related issues. Not grade of FERPA disputes (see Grade appeal/complaint or Schedule F)	3 years after closure	3, 5
Leave of Absence	Military TDY notifications, study abroad programs and missions, etc.	2 years	3, 5
Major changes, Certification of 2nd Majors, Minors		5 years AG	2, 3, 5
Petitions (academic)	Exceptions to academic rules	4 years	3, 5
Thesis/Dissertation		P	1, 3, 5
Transcripts	Permanent academic record	P	1, 3, 5
Certification/Verification Records			
Athlete Eligibility reports		1 year CERT	3, 5
Athlete records	Initial and continuing eligibility information, academic information, documentation of participation, tutor evaluation and assessment	10 years	3, 5
Enrollment verifications	Verification of enrollment, graduation, GPA and other related academics	1 year after verification	3, 5
Residency verification records	Documents in support of verifying residency based on State of Texas Law	6 years after submission	3, 5
Teacher certifications		1 year CERT	3, 5
Transcript requests (student)	Official transcript requests by student	1 year after submitted	3, 5
VA certification records	Certifying documents for federal VA benefits	3 years AG	2, 3, 4, 5
Degree and Certificate Records			
Application for degree or other credential	Degree application, record of degree name, etc.	5 years AG	2, 3, 5
Degree audit records	Degree audits in support of graduation clearing	5 years AG	2, 3, 5
Graduation lists	Lists of graduates for graduating class	P	1, 3, 5
Substitution/waivers	Approvals to meet program requirements with	5 years AG	2, 3, 5
Grade and Scholarship/Deficiency Records			
Exams (final)/graded coursework		1 year CC ^B	3, 5
Grade appeal/complaint	Student final grade disputes	1 year	3, 5

Grade book (faculty)	Record of students in course and work completed	1 years CC	3, 5
Grade change forms	Record of authorization to change grade	5 years AG	2, 3, 5
Grade reports (midterm)	Record of mid term grades submitted by faculty	End of term	3, 5
Grade submission sheets/data	Original record of grades submitted at end of	P	1, 3, 5
Miscellaneous Records			
Name change authorizations		5 years AG	2, 3, 5
Personal data information forms	Change of address, race/ethnicity questionnaires,	1 years AG	2, 3, 5
Transfer credit evaluations		5 years AG	2, 3, 5
Registration and Enrollment Records			
Class schedules (students)	Student schedules for each term	1 year AG	2, 3, 5
Class lists	Record of class rosters for each term	P	1, 3, 5
Course repeat form/approval		1 year UANS	3, 5
Credit/no credit, audit, pass/no pass	Authorizations for various enrollment options	1 year UANS	3, 5
Enrollment Changes	Record of student add/drop/withdrawal form	1 year UANS	3, 5
Hold or encumbrance authorizations	Registration and transcripts holds	1 year after released	3, 5
Registration/Enrollment records	Initial registration forms, current enrollment records	1 year after date submitted	3, 5
Withdrawal/cancellation of enrollment records	Record of request to withdraw from all classes	5 years AG	2, 3, 5

* **AAR**: Pursuant to athletic association rules; **AFT**: After first term of enrollment; **AG**: After graduation or last term of attendance; **CC**: After course completion; **ET**: End of term; **P**: Permanent; **UANS**: until administrative need is satisfied

^A if college procedures require this to be part of the academic transcript

^B if work not returned to student

^C Or at the end of the grade appeal deadline based on institutional policy

^D Permanent if part of the institution academic transcript

¹ Any record recommended of permanent retention should be retained in a medium that takes in to consideration the nature of the document and its need for retrieval (see Chapter 4, Methods of Storage).

² The recommended retention period based on graduation or non attendance should begin with the date of graduation or the date, term, or semester of last attendance.

³ FERPA specifically requires institutions to maintain records of requests and disclosure of personally identifiable information except for defined "directory information" and requests from students for their own records. The records of disclosures and requests for disclosures are considered part of the student's educational records; therefore, they must be retained as long as the education records to which they refer are retained by the institution (see Retention Schedule F).

⁴ The VA regulations state that the following records must be retained for at least three years after termination of enrollment:

Grade reports and/or statements of progress (academic records)

Change of course forms

Transfer credit evaluation

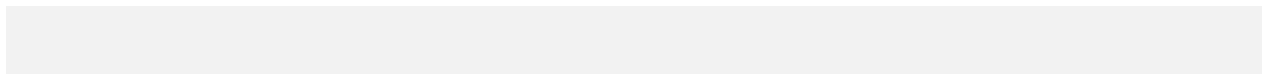
Degree audit records

VA regulations require that all advertising, sales, and enrollment materials (e.g., catalogs) used by or on behalf of the institution during the previous 12 months must be retained and available for review. In addition, records of tuition and fees charged to and collected from students, grade reports and statements of progress (academic records), and previous education and training documents (transfer credit evaluations) must be retained for three years.

⁵ Educational institutions that participate in federal, state, and private programs of low interest loans must retain for three years after graduation or withdrawal students' records of academic progress, attendance, and courses studied according to an amendment of the General Education Provisions Act amended by the Improving Americas' School Act of 1994 (Public Law 103382). In the event of an open audit, records must be retained until all questions are resolved. In addition to keeping records of all financial aid the student receives, institutions will need a financial aid transcript for a transfer student.

⁶ Although students records created and maintained by medical and dental schools are usually narrative assessments of academic progress or clinical practice, for purposes of this retention schedule, such records are in the same category as the academic record.

<u>Record Series Title</u>	<u>Description</u>	<u>Retention Period</u> *	<u>Notes</u>
Catalogs	Publish, annually or bi annually, record of course, degrees and programs of study offered.	P	1
Commencement programs	Published record of graduates for public distribution.	P	1
Degree statistics	Record of degrees granted by institution per graduation term and/or annually	P	1
Enrollment statistics	Per term report of enrolled students, e.g. by class, by course, totals, headcounts and FTE.	P	1
Grade distribution and			



<u>Record Series Title</u>	<u>Description</u>	<u>Recommended Retention Period*</u>	<u>Notes</u>
Requests for formal hearings	Student initiated request for formal hearing regarding amendment of education record	p ^A	2
Requests for and disclosures of personally identifiable information	Necessary for compliance with record keeping requirements in FERPA	p ^B	1, 2
Requests for nondisclosure of directory information	Student request to opt out of directory information disclosure	P or UT	3
Statements on content of records regarding hearing panel decisions	If student request for amendment of record not granted, then student statement must be maintained in the record, and disclosed whenever the record is disclosed	p ^A	
Written consent for records disclosure	Students signed (electronic or paper) authorization for disclosure of education record	P or UT	
Waivers for rights of access	Covers confidential letters and statements of recommendations related to the student's admission; application for employment; or receipt of an honor or honorary recognition (section 99.12(b)(3))	UT ^A	2
Written decisions of hearing panels	Decisions resulting		

<u>Record Series Title</u>	<u>Description</u>	<u>Recommended Retention Period*#</u>	<u>Notes</u>
Athletic Participation/EADA documents		3 years RD	4
College Costs, Accreditation, Textbook Information, Transfer Credit Policy	Complies with the Higher Education Opportunity Act	3 years RD	6
Crime Statistics/Security Reports	Complies with Clery Act reporting requirements	3 years RD	1, 2
Graduation/Completion, Transfer out Data	Complies with Student Right to Know legislation	3 years RD	3
Institutional Information (Cost of Attendance, Withdrawal Procedures, Accreditation, etc.)		3 years RD/end of award year	5

¹ **Campus Crime/Security Records and Reports** must be established and disclosed annually to students and employees. The records should contain such information as: 1) institutional policies and

⁶ Rules regarding the Higher Education Opportunity Act of 2008 can be found at <http://www.ed.gov/policy/highered/leg/hea08/index.html>.

All other records/Reports

3 years AY^{A, C} 1, 2, 3, 4

* **AY**: from award year

^A end of award year

^B of student's last attendance

^C of report submission

¹ Schools may be required to retain records for longer periods of time if the records are involved in an SFA program review, audit, or investigation. If the 3 year retention period expired before the issue is resolved, records must be retained until resolution is achieved.

² Financial Aid records are normally maintained by financial aid offices. The SFA requirements do not, however, mandate that all records be maintained by financial aid offices. Business offices, Admission and/or Registrars' offices may be more appropriate custodians of Financial aid records.

³ School must adhere to the record retention requirements upon their closing, change of ownership, termination or suspension from participation in the SFA programs.

⁴ In addition to keeping records on federal aid, institutions are also for the maintenance of financial aid transcripts for transfer students.