

Montana University System General Record Retention Schedule

General Record Retention Schedule Overview

- I. **Introduction.** The General Records Retention Schedule (General Schedule) of the Montana University System governs the management and disposition of university records.

The majority of records listed on this General Schedule are common to many units across campuses.

- II. **Purpose.** The purpose of General Schedule is to create a uniform set of schedules for the retention and disposition of records, created or maintained in the course of university business, that document each institution and its functions, policies and procedures, decisions and other activities.
- III. **Records and Public Records.** A **record** is defined as information in any form or medium (including electronic records and electronic mail) that is within the campus's control and relates to its activity or business. Recorded information that is personal and not related to the business of the unit is not a record.

As public institutions of the state of Montana, many of the records of Montana University System campuses may also meet the definition of a **public record** under Montana law. A "**public record**" is "any paper, correspondence, form, book, photograph, microfilm, magnetic tape, computer storage media, map, drawing or other document, including all copies thereof, regardless of physical form or characteristics" that has been created or received by a campus "in connection with the transaction of official business." It includes "all other records or documents required by law to be filed with or kept" by a state agency or local government. Records that are "for reference purposes only, a preliminary draft, telephone messages, routing slips are not considered public records and need not be maintained. [General Records Retention Schedule 9](#) at provides a detailed list of documents that are not considered public records." (<https://sosmt.gov/records/>)

Electronic mail, or e-mail, "sent or received in connection with the transaction of official business" may also be considered a public record. For more information about managing e-mail, see [Email Records Retention Guideline](#).

- IV. **Campus responsibilities.** All campuses should familiarize themselves with the General Schedule and have an understanding of what records—paper-based and electronic—they create and/or receive and are required to manage.

Individual departments or units within a campus may wish to conduct an inventory of their records and map them to the General Schedule. If a unit identifies records that do not map to the General Schedule, the unit may need to develop a unique record retention schedule for those records. All new and unit unique schedules must be in writing and approved by the legal counsel for the campus.

V. **Rules of Application.**

- The office of origin/creation is responsible for retention of the record series for the minimum length of retention, unless the campus assigns responsibility for certain records to another office.
- If a record appears to fit in more than one category, apply the narrowest category.
- If no category fits, look for an analogous category and follow its guidance.
- When in doubt, err toward a longer retention period.
- The retention periods in the schedule are minimums and also recommended as appropriate maximum retention periods.
- If a federal or state statute or regulation specifies a longer retention period for any type of record received, created, or maintained by MUS campuses, the statute or regulation or litigation hold overrides this schedule. The official record holder for the record should be familiar with any statutes or regulations that may apply to the unit's records. If any record holder is unsure of the applicability of any statute or regulation, he or she may contact Legal Counsel.
- Upon notice of a legal investigation, audit, dispute, or claim; receipt of a litigation hold or upon service of legal process through subpoena, summons or other means for delivery of records, all scheduled destruction of records related to the matter shall be immediately suspended and destruction of the records would not occur until the matter is fully resolved and finalized.

VI. Retention and Disposition Terminology.

- *Active* = Retain while in active use.
- *Archival Review* = Record series that have content of value to documenting the institution's history should be considered for permanent retention. If retention is warranted, files may be maintained by office of origin or designated archival repository. Records that contain authentic evidence of a campus organization, function, policies, decisions, procedures, operations, or other activities are examples of records with historical value. This type of information may be found in policy records, organizational documents, memos, correspondence, and reports. If a series is not marked for archival review, it still may be appropriate to consider review if the records have unique or important historical value.
- *CY* = Current Fiscal Year. The fiscal year begins July 1st and ends the following June 30th.
- *T/S/D* = Toss/Shred/Delete at end of retention period. If the series or item contains restricted information, the records must be destroyed in a secure manner such as incineration, shredding or secure electronic destruction. If the material does not contain restricted information the records may be destroyed by placing in trash or recycle (preferred), or via electronic destruction, or by a secure method.
- *Record Retention Schedule* = A record retention schedule provides the framework for an effective record management program. It provides the basis for decisions related to minimum record retention and approved dispositions of records. The General Schedule is intended to provide guidance for consistent record keeping across the campuses of the MUS.
- *Permanent* = Record series determined to have demonstrated historical, legal or administrative value to a particular unit on campus that will be maintained permanently.
- *Until Superseded* = Retain until superseded or obsolete. This retention period pertains to documents that are routinely updated and therefore superseded by the current version.

VII. Resources Consulted:

American Association of Registrars and Admissions Officers. *Retention, Disposal, and Archive of Student Records*. (2013).
[Montana Code Annotated.](#)
[State of Montana Records & Information Management.](#)

Montana University System General Record Retention Schedule

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Note: within this General Schedule the acronym GRRS refers to the [General Records Retention Schedules](#) maintained by the Montana Secretary of State. The acronym MCA refers to the [Montana Code Annotated](#).

ACADEMIC RECORDS

| Program Code: 5102 | | | | |
|--------------------|--|--|--------------|-------------------|
| Item Number | Record | Description | Retention | Disposition |
| 1 | Course Catalog / Bulletin | Course catalogs or bulletins that include course offerings, program requirements, and related policies and procedures. | Active | Permanent |
| 2 | Course Evaluation Records | Records of students' evaluations of teaching personnel and courses. | CY + 10 yrs. | Toss/Shred/Delete |
| 3 | Course Schedule | Record of courses actually held / given by the institution | CY + 1 yr. | Archival Review |
| 4 | Course Syllabi | Syllabi of offered courses. | CY + 10 yrs. | Toss/Shred/Delete |
| 5 | New Degree Program and Course Proposal Records | Records of the development of new degree programs, courses and related curricula. | CY + 5 yrs. | Archival Review |
| 6 | Program Review and Development Records | Internal and external review of academic programs | CY + 5 yrs. | Archival Review |
| 7 | Student Handbooks | Records of the requirements, policies, and offerings of specific instructional units for use by current or potential students. | Active | Archival Review |

ACCOUNTING AND FINANCIAL RECORDS

| Program Code: 5102 | | | | |
|--------------------|---|--|-------------------------|--|
| Item Number | Record | Description | Retention | Disposition |
| 8 | Accounts Payable and Receivable Documentation | Records related to payment of financial obligations. | CY + 5 yrs. (GRRS 2) | Toss/Shred/Delete <i>No RM-5 Required (OCHE ONLY)</i> |

| Program Code: 5102 | | | | |
|--------------------|---|--|---------------------------------------|--|
| Item Number | Record | Description | Retention | Disposition |
| 9 | Annual Financial Reports | Consolidated year-end report of financial documentation showing assets and liabilities. | CY + 4 yrs. | Archival Review |
| 10 | Budgets | Approved annual or other periodic budgets for the institution. | CY + 5 yrs. | Archival Review |
| 11 | Cash, Check and Credit Card Transactions | Records of payments, including forms and receipts. | CY + 5 yrs. | Toss/Shred/Delete |
| 12 | Credit Card (Procurement Card) Administration Records | Records of administration of credit cards issued to institutional staff and units. | CY + 6 yrs. | Toss/Shred/Delete |
| 13 | Delivery Slips | Documents sent with purchased goods indicating items shipped | CY + 3 yrs. | Toss/Shred/Delete |
| 14 | Hold or encumbrance authorizations | Registration and transcript holds | Last year of enrollment + 3 | Toss/Shred/Delete |
| 15 | Interdepartmental Billing | Records of charges owed by internal institutional departments and functions to other departments. | CY + 5 yrs. | Toss/Shred/Delete |
| 16 | Miscellaneous Accounting Reports | Records of the production of various accounting reports made by individual offices or departments on a periodic basis. | CY + 6 yrs. | Toss/Shred/Delete |
| 17 | Procurement Records | Purchase orders and contracts for successful procurement / awarding of bids. | Contract expiration + 8 yrs. (GRRS 4) | Toss/Shred/Delete <i>No RM-5 Needed OCHE Only</i> |
| 18 | Procurement Solicitations | Records of the process and completion of solicitation. | CY + 4 yrs. (GRRS 4) | Toss/Shred/Delete <i>No RM-5 Needed OCHE Only</i> |
| 19 | Ticket Sales and Event Cash | Records of the printing, selling, distribution, and accounting of tickets for institution-sponsored athletic, | CY + 5 yrs. | Toss/Shred/Delete |

| Program Code: 5102 | | | | |
|--------------------|------------------------------------|---|-------------|-------------------|
| Item Number | Record | Description | Retention | Disposition |
| | Reconciliation Records | performing arts, and other events where a price is charged for admission. | | |
| 20 | Travel Reimbursement Documentation | Documentation maintained in support of reimbursement to university employees for university related travel. | CY + 4 yrs. | Toss/Shred/Delete |

ADMINISTRATIVE RECORDS

| Program Code: 5102 | | | | |
|--------------------|-----------------------------------|--|--|-------------------|
| Item Number | Record | Description | Retention | Disposition |
| 21 | Accreditation Files | University, college or department files documenting accreditation review by accrediting agencies. | CY + 10 yrs. | Archival Review |
| 22 | Administrative and Annual Reports | Reports on the institution and its subdivisions. <i>(This category does not include audits or annual financial reports.)</i> | CY + 3 yrs. | Archival Review |
| 23 | Audit Records | Reports on internal and external audits of various institutional functions, including fiscal, performance, academic, athletic, and compliance audits. | CY + 4 yrs. | Archival Review |
| 24 | Awards Records | Records of the process of selecting institutional faculty, staff, students, and alumni to receive awards, scholarships, and merit-based fellowships, including list of award recipients. | CY + 3 yrs. | Archival Review |
| 25 | Contracts and Agreements | Legal contracts or agreements that the institution or its units enter into with other entities. | Contract expiration + 8 yrs. (MCA 27-2-202) | Toss/Shred/Delete |
| 26 | Delegation of Authority | Records of the certification of the institution's employees who are authorized to sign fiscal and contractual documents. | End of authorization + 1 yr. | Toss/Shred/Delete |
| 27 | Election Records | Records of elections held by institutional organizations. | CY + 3 yrs. | Toss/Shred/Delete |

| Program Code: 5102 | | | | |
|--------------------|--------------------------------------|--|--------------------------------|--|
| Item Number | Record | Description | Retention | Disposition |
| 28 | General Files, Upper Administration | Files of presidents, chancellors, upper-level administrators, deans, directors, and chairs. | CY + 3 yrs. | Archival Review |
| 29 | Gift Records | Records of realized funding of the institution, whether from private individual or corporate sources. | Active | Permanent |
| 30 | Grievance Records | Records of grievances against the institution which are resolved without litigation. <i>(This category does not include grievances by students.)</i> | CY + 3 yrs. | Toss/Shred/Delete |
| 31 | Insurance Policy Records | Records of insurance maintained by the institution. | Active + 3 yrs. (GRRS 3-7) | Toss/Shred/Delete <i>No RM-5 Needed OCHE Only</i> |
| 32 | Legal Case Records | Records of legal disputes involving the institution. | Final decision + 7 yrs. | Archival Review |
| 33 | Minutes and Agendas | Minutes and agendas of boards, committees, councils, senates, major committees, task forces, and other institutional units and organizations. | CY + 3 yrs. | Archival Review |
| 34 | Organizational Charts | Organizational Charts | Active + 10 yrs. | Archival Review |
| 35 | Policies and Procedures Records | Records of institutional and unit policies and procedures and the sources and process of policy creation. | Until Superseded | Permanent |
| 36 | Public Records Requests | Records of public requests for information. | Last action + 3 yrs. | Toss/Shred/Delete |
| 37 | Publications | Includes newsletters, news releases, publicity photographs and brochures. | Active + 1 yr. | Archival Review |
| 38 | Radio and Television License Records | Records of licensing of institutional radio stations and television channels with the Federal Communications Commission. | License expiration + 3 yrs. | Toss/Shred/Delete |
| 39 | Strategic and Institutional Plans | Records of the development of short-term or long-term plans for the institution. | Until Superseded | Permanent |
| 40 | Trademark Records | Records documenting campus-owned trademarks | Active | Permanent |

| Program Code: 5102 | | | | |
|--------------------|---------------------------------------|---|-----------|-------------------|
| Item Number | Record | Description | Retention | Disposition |
| 41 | Transient Materials | Documents, including telephone messages, notes, drafts and other materials, which serve to convey information of temporary value. | Active | Toss/Shred/Delete |
| 42 | Unit/Institution/Organization History | Records of the historical development of the institution, its units, or organizations associated with it. | Active | Archival Review |
| 43 | Video and Sound Recordings | Records in video or audio format of institutional activities and events with significant relevance to the mission of the institution or an individual unit. | Active | Archival Review |

FACILITIES, EQUIPMENT AND PROPERTY RECORDS

| Program Code: 5102 | | | | |
|--------------------|---|---|-----------------|-------------------|
| Item Number | Record | Description | Retention | Disposition |
| 44 | Building and Construction Documentation | Records of construction of the institution's building and grounds. | Active | Permanent |
| 45 | Equipment Inventory Records | Inventories of major equipment. | Active + 3 yrs. | Toss/Shred/Delete |
| 45 | Government Property Records | Records of "agency-owned" (usually federal) properties loaned to the institution, or agency-owned property purchased with (usually federal) non-institutional state funds for research contract use. Records may include copies of federal form DD 1419; memoranda of understanding or agreements, and other related documentation. | Active + 3 yrs. | Toss/Shred/Delete |
| 46 | Motor Vehicle Records | Records of titles, maintenance and usage. | Active + 6 yrs. | Toss/Shred/Delete |
| 47 | Operating and Maintenance Records | Records of the operations and maintenance of institutional utilities. | CY + 10 yrs. | Toss/Shred/Delete |

| Program Code: 5102 | | | | |
|--------------------|--------------------------|---|-----------------|-------------------|
| Item Number | Record | Description | Retention | Disposition |
| 48 | Real Estate Records | Records of real property acquired and sold by the institution. | Active + 8 yrs. | Permanent |
| 49 | Real Property Leases | Records of real property leased by the institution. | Active + 8 yrs. | Toss/Shred/Delete |
| 50 | Surplus Property Records | Records of changes in institution-owned property; requests to declare items surplus, salvage, or scrap; removal and sale or disposal of excess equipment and other surplus items including proceeds from sales. | CY + 6 yrs. | Toss/Shred/Delete |
| 51 | Work Orders Records | Records of requests and authorizations for needed services and/or repairs to institutional property and equipment. | CY + 2 yrs. | Toss/Shred/Delete |

FEDERAL STUDENT FINANCIAL AID (SFA) RECORDS

Student Financial Aid - Program Records

| Program Code: 5102 | | | | |
|--------------------|---|-------------|----------------|-------------------|
| Item Number | Record | Description | Retention | Disposition |
| 52 | Accrediting and licensing agency review, approvals, and reports | | Award year + 3 | Toss/Shred/Delete |
| 53 | Audit reports and school responses | | Award year + 3 | |
| 54 | Records pertaining to financial responsibility and standards of administrative capability | | Award year + 3 | Toss/Shred/Delete |

| Program Code: 5102 | | | | |
|--------------------|---------------------------------|-------------|----------------|-------------------|
| Item Number | Record | Description | Retention | Disposition |
| 55 | Program Participation Agreement | | Award year + 3 | Toss/Shred/Delete |
| 56 | Self-evaluation reports | | Award year + 3 | Toss/Shred/Delete |
| 57 | State agency reports | | Award year + 3 | Toss/Shred/Delete |

Student Financial Aid - Fiscal Records

| Program Code: 5102 | | | | |
|--------------------|---|-------------|----------------|-------------------|
| Item Number | Record | Description | Retention | Disposition |
| 58 | Bank statements for accounts containing SFA funds | | Award year + 3 | Toss/Shred/Delete |
| 59 | Federal work-study payroll records | | Award year + 3 | Toss/Shred/Delete |
| 60 | Ledgers identifying SFA transactions | | Award year + 3 | Toss/Shred/Delete |
| 61 | Records of SFA program transactions | | Award year + 3 | Toss/Shred/Delete |
| 62 | Records of student accounts | | Award year + 3 | Toss/Shred/Delete |
| 63 | Records supporting data on required reports (SFA program) | | Award year + 3 | Toss/Shred/Delete |

| | | | | |
|--|--|--|--|--|
| | reconciliation reports, audit reports and school responses, Pell Grant statements of accounts, accrediting and licensing agency reports) | | | |
|--|--|--|--|--|

Student Financial Aid - Recipient Records

| Program Code: 5102 | | | | |
|--------------------|---|-------------|----------------|-------------------|
| Item Number | Record | Description | Retention | Disposition |
| 64 | Application data submitted to the Dept. of Education or lender by the school on behalf of the student | | Award year + 3 | Toss/Shred/Delete |
| 65 | Data used to establish student's admission, enrollment status, and period of enrollment | | Award year + 3 | Toss/Shred/Delete |
| 66 | Date and amount of disbursements | | Award year + 3 | Toss/Shred/Delete |
| 67 | Documentation of student's eligibility | | Award year + 3 | Toss/Shred/Delete |

| Program Code: 5102 | | | | |
|--------------------|---|-------------|----------------|-------------------|
| Item Number | Record | Description | Retention | Disposition |
| 68 | Documentation of student's satisfactory academic progress | | Award year + 3 | Toss/Shred/Delete |
| 69 | Documentation of student's program of study and enrolled courses | | Award year + 3 | Toss/Shred/Delete |
| 70 | Documentation related to the receipt of aid, such as the amount of grant, loan or FWS award, and calculations used to determine aid amounts | | Award year + 3 | Toss/Shred/Delete |
| 71 | Documentation of initial or exit loan counseling | | Award year + 3 | Toss/Shred/Delete |
| 72 | Documentation supporting the school's calculation of its completion/ graduation or transfer-out rate | | Award year + 3 | Toss/Shred/Delete |
| 73 | Documents used to verify applicant's data | | Award year + 3 | Toss/Shred/Delete |

| Program Code: 5102 | | | | |
|--------------------|---|-------------|----------------|-------------------|
| Item Number | Record | Description | Retention | Disposition |
| 74 | Financial aid history for transfer students | | Award year + 3 | Toss/Shred/Delete |
| 75 | Reports and forms used for participation in the SFA program | | Award year + 3 | Toss/Shred/Delete |
| 76 | Student Aid Report (SAR) or Institutional Student Information Record (ISIR) | | Award year + 3 | Toss/Shred/Delete |

Student Financial Aid - Requirements for Specific Aid

| Program Code: 5102 | | | | |
|--------------------|---|-------------|-------------------------------|-------------------|
| Item Number | Record | Description | Retention | Disposition |
| | Borrowers eligibility records | | Last date of attendance + 3 | Toss/Shred/Delete |
| 77 | Campus-based aid (Perkins loan, SEOG, and Federal Work Study) | | End of award year + 3 | Toss/Shred/Delete |
| 78 | FFEL and Direct Loans | | End of award year + 3 | Toss/Shred/Delete |
| 79 | Fiscal Operations Report and Application to Participate (FISAP) | | Date of report submission + 3 | Toss/Shred/Delete |
| 80 | Pell Grant | | End of award year + 3 | Toss/Shred/Delete |

| Program Code: 5102 | | | | |
|--------------------|-----------------------------------|-------------|---|-------------------|
| Item Number | Record | Description | Retention | Disposition |
| 81 | Perkins repayment records | | Date loan assigned, cancelled or repaid + 3 | Toss/Shred/Delete |
| 82 | Perkins original promissory notes | | Until loan is satisfied or documents are needed to enforce obligation | Toss/Shred/Delete |
| 83 | All other records/reports | | End of award year or date of submission + 3 | Toss/Shred/Delete |

GRANTS AND RESEARCH RECORDS

| Program Code: 5102 | | | | |
|--------------------|---|---|-----------------------------|-------------------|
| Item Number | Record | Description | Retention | Disposition |
| 84 | Facilities and Administration Costs | Records of the analysis of grant indirect costs in preparation of the federal F&A rate | CY + 10 yrs. | Toss/Shred/Delete |
| 85 | Grants - Funded | Records of funded grant proposals. | Account closed + 10 yrs. | Toss/Shred/Delete |
| 86 | Grants - Unfunded | Records of unfunded grant proposals. | Submission + 18 mos. | Toss/Shred/Delete |
| 87 | Human Subjects Records | Records of the review of research proposals that involve any type of use of human subjects. | Project completed + 3 yrs. | Toss/Shred/Delete |
| 88 | Institutional Animal Care and Use Records | Records document the care and proposed use of animals by the institution for research purposes. | Activity completed + 3 yrs. | Toss/Shred/Delete |

| Program Code: 5102 | | | | |
|--------------------|-----------------------------|--|--|-------------------|
| Item Number | Record | Description | Retention | Disposition |
| 89 | Laboratory Notebooks | Records of the routine research activities of non-grant funded research projects. | Project completed + 6 yrs. | Toss/Shred/Delete |
| 90 | Laboratory Reports | Records of the results of laboratory testing performed for clients. | Report date + 6 yrs. | Toss/Shred/Delete |
| 91 | Misconduct Records | Records of accusations of misconduct brought forward by or against faculty or students and relating to research projects. | Term of project + 7 yrs. (MSU policy, sec. 800) | Toss/Shred/Delete |
| 92 | Payment Records | Records of requests and justification for transfers of direct payment funds from federal or other external grantors. | CY + 10 yrs. | Toss/Shred/Delete |
| 93 | Research Records | Records of the research activity associated with grant-funded projects. | Account closed + 10 yrs. | Toss/Shred/Delete |
| 94 | Sponsored Programs Records | Records of the establishment and administration of individually sponsored grant/contract restricted funds accounts and of compliance with fiscal reporting requirements. | Account closed + 10 yrs. | Toss/Shred/Delete |
| 95 | Technology Transfer Records | Records of the transfer of technology, patents, copyright, etc. from the institution to outside entities. | Active + 6 yrs. | Archival Review |

HEALTH SERVICES RECORDS

| Program Code: 5102 | | | | |
|--------------------|---|--|-----------------------|-------------------|
| Item Number | Record | Description | Retention | Disposition |
| 96 | Communicable Disease Records | These records fulfill the public health requirement of reporting the discovery of communicable disease. | CY + 5 yrs. | Toss/Shred/Delete |
| 97 | Counseling, Psychological, and Psychiatric Case Records | Records of clients who are provided counseling, psychological, and psychiatric services through the institution's counseling center. | Last contact + 7 yrs. | Toss/Shred/Delete |

| Program Code: 5102 | | | | |
|--------------------|--|---|---|-------------------|
| Item Number | Record | Description | Retention | Disposition |
| 98 | Health History Forms | Records of a student's medical history. | Last service + 7 yrs. | Toss/Shred/Delete |
| 99 | Licensure Records | Records of the professional and regulatory issuance of credentials to individuals and facilities providing services within the student health center. | Later of CY + 4 yrs. or until superseded | Toss/Shred/Delete |
| 100 | Medical Records | Records of the medical services history provided for patients. | Later of last service + 7 yrs. or client reached age 21 | Toss/Shred/Delete |
| 101 | Patient Logs | Records of patients who visit the student health center. | CY + 3 yrs. | Toss/Shred/Delete |
| 102 | Pharmacy Prescription Dispensation Records | Records of drug dispensations (initial and refills) administered. | CY + 5 yrs. | Toss/Shred/Delete |
| 103 | Student Health Insurance Records | Records of students' insurance coverage activity under institution insurance policies. | CY + 3 yrs. | Toss/Shred/Delete |
| 104 | X-rays | Records of student X-rays, including a log of X-rays going out and coming in for professional reference and other related documentation. | Last service + 7 yrs. | Toss/Shred/Delete |

HUMAN RESOURCE RECORDS

| Program Code: 5102 | | | | |
|--------------------|---------------------------------|--|-----------------|-----------------|
| Item Number | Record | Description | Retention | Disposition |
| 105 | Affirmative Action Plan Records | Records of the campus Affirmative Action Plan and related records regarding application self-identification, evaluations of effectiveness, recruitment and outreach efforts , benchmark goals. | Active + 3yrs. | Archival Review |
| 106 | Anti-Discrimination | Records of internal complaints of discrimination, investigative records, and records related to the incident complained of. | Active + 5 yrs. | Archival Review |

| Program Code: 5102 | | | | |
|--------------------|---|--|--|--|
| Item Number | Record | Description | Retention | Disposition |
| | Law Compliance Records | | | |
| 107 | Background Check Records | Background check records related to employment and any other background check records required under campus policies | End of employment or date of background check (for non-employees) + 5 yrs. | Toss/Shred/Delete |
| 108 | Bargaining Unit Records | Records of negotiations and contractual agreements between the institution and a bargaining unit. | Active + 10 yrs. | Archival Review |
| 109 | Employee Education and Training Records | Records of employees' continuing education and training. | End of employment + 10 yrs. (GRRS 5) | Toss/Shred/Delete <i>No RM-5 Needed OCHE Only</i> |
| 110 | Payroll Records | Records of the administration of employee paychecks. Records may include payroll check registers, check delivery logs, direct deposit authorization forms, payroll request forms, pay action forms, pay reduction notices, emergency payroll draw forms, and other related documentation and correspondence. | End of employment + 10 yrs. | Toss/Shred/Delete |
| 111 | Personnel Record | Records of employees' work history at the institution, including formal evaluation and disciplinary records. | End of employment + 10 yrs. | Archival Review |
| 112 | Position Descriptions | Records of job descriptions for staff and faculty positions, as well as reclassification of position descriptions. | Active + 2 yrs. (GRRS 5) | Toss/Shred/Delete <i>No RM-5 Needed OCHE Only</i> |
| 113 | Recruitment Records | Records of review of all stages of hiring by the institution. | Active + 3 yrs. (GRRS 5) | Toss/Shred/Delete <i>No RM-5 Needed OCHE Only</i> |
| 114 | Sabbatical Leave Records | Records of sabbatical leave activities of institution faculty. | End of leave + 5 yrs. | Toss/Shred/Delete |

| Program Code: 5102 | | | | |
|--------------------|--------|-------------|-----------|-------------|
| Item Number | Record | Description | Retention | Disposition |
| | | | | |

INFORMATION MANAGEMENT RECORDS

| Program Code: 5102 | | | | |
|--------------------|---|---|-----------------------------|--|
| Item Number | Record | Description | Retention | Disposition |
| 115 | Computer System Security Records | Records of the security of an institution, department, or office computer system. | Until superseded + 3 yrs. | Toss/Shred/Delete |
| 116 | Help Desk Logs and Reports | Records used to document requests for assistance and responses to those requests | 4 yrs. (GRRS 6) | Toss/Shred/Delete <i>No RM-5 Needed OCHE Only</i> |
| 117 | Information System User Access Records | Records created to control individual access to a system for administrative and security purposes. | Active + 3 yrs. (GRRS 6) | Toss/Shred/Delete <i>No RM-5 Needed OCHE Only</i> |
| 118 | Information Systems Backup Files | Copies of master files or databases, application software, logs, directories, and other documentation maintained solely for business continuity and disaster recovery purposes. | 90 days | Toss/Shred/Delete |
| 119 | Information Systems Equipment Support Files | Information on data processing equipment, software, and other products and their vendors. | Active + 3 yrs. | Toss/Shred/Delete |
| 120 | Usage Files | Records created to monitor computer system and network usage. | 90 days | Toss/Shred/Delete |

INSTITUTIONAL SERVICES RECORDS

| Program Code: 5102 | | | | |
|--------------------|---|---|----------------------|-------------------|
| Item Number | Record | Description | Retention | Disposition |
| 121 | Bicycle Licenses / Permits Records | Records of the registration of bicycles on campus. Records may include registration cards, and other related documentation. | Active + 3 yrs. | Toss/Shred/Delete |
| 122 | Child and Youth Program Participant Records | Records of the participation of children and youth in programs sponsored by the institution. | CY + 6 yrs. | Toss/Shred/Delete |
| 123 | Events Administration Records | Records of planning, facilities, services, and accommodations for major events on campus. | CY + 3 yrs. | Toss/Shred/Delete |
| 124 | Key Issuance Records | Key assignments and deposits (if applicable) for institutional faculty, staff, students, and others using the institution's facilities. | Key returned + 1 yr. | Toss/Shred/Delete |
| 125 | Parking Records | Records of the regulation of on-campus parking, including citations. | Resolution + 1 yr. | Toss/Shred/Delete |
| 126 | Postal and Shipping Records | Records of items that are mailed by the department via UPS, U.S. Postal Service, Federal Express, or another carrier. | CY + 3 yrs. | Toss/Shred/Delete |

INTERCOLLEGIATE ATHLETICS RECORDS

| Program Code: 5102 | | | | |
|--------------------|--|--|-------------|-------------------|
| Item Number | Record | Description | Retention | Disposition |
| 127 | Athletic Scholarship and Grant -in-Aid Award Records | Records pertaining to player eligibility and receipt of financial aid in the form of scholarships. | CY + 6 yrs. | Toss/Shred/Delete |
| 128 | Athletic Eligibility Records | Records of verification by intercollegiate athletics of student athletes' academic. | CY + 6 yrs. | Toss/Shred/Delete |

| Program Code: 5102 | | | | |
|--------------------|--|---|----------------------------------|-------------------|
| Item Number | Record | Description | Retention | Disposition |
| 129 | Competition Record Forms | Records of individual games and competitions. | CY + 6 yrs. | Toss/Shred/Delete |
| 130 | Game Arrangement Records | Records of arrangements made for and the schedules of past games. | CY + 5 yrs. | Toss/Shred/Delete |
| 131 | Game Statistics | Records of playing and attendance statistics pertaining to each game and the season for each sport by playing year. | CY + 6 yrs. | Archival Review |
| 132 | Individual Athletes Records | Records of the athletic history of each athlete who has competed at the institution. | CY + 6 yrs. | Archival Review |
| 133 | Insurance Records | Records of medical treatment services rendered off campus for practice or playing related injuries or illnesses which are eligible for partial payment by institutional athletic insurance. | Last year of enrollment + 7 yrs. | Toss/Shred/Delete |
| 134 | NCAA / NAIA Compliance Records | Athletics compliance records | CY + 6 | Toss/Shred/Delete |
| 135 | Sports Merchandising Records | Records of the sale of institutional and NCAA or NAIA-licensed merchandise at sporting events. | CFY + 4 yrs. | Toss/Shred/Delete |
| 136 | Student Athletes Academic Advising Records | Records of academic advising of prospective and current student athletes. | Last year of enrollment + 6 yrs. | Toss/Shred/Delete |
| 137 | Student Athletes Medical Records | Records of the medical history of each athlete before and during his/her attendance at the institution. | Last year of enrollment + 7 yrs. | Toss/Shred/Delete |

LIBRARIES, ARCHIVES, MUSEUMS, AND OTHER COLLECTIONS RECORDS

| Program Code: 5102 | | | | |
|--------------------|--------------------|---|-----------|-------------|
| Item Number | Record | Description | Retention | Disposition |
| 138 | Appraisal Records | Records of monetary value appraisals completed by private parties for artifacts, objects, and collections held by the institution. | Active | Permanent |
| 139 | Collection Records | Collection records, including acquisition documentation, deeds of gift, and copyright information for items in institutional repositories which are used for research purposes. | Active | Permanent |

SAFETY AND SECURITY RECORDS

| Program Code: 5102 | | | | |
|--------------------|---|---|----------------------------|-------------------|
| Item Number | Record | Description | Retention | Disposition |
| 140 | Incident and Injury Records | Records maintained by the institution of incident, injury or accident. | Final disposition + 3 yrs. | Toss/Shred/Delete |
| 141 | Chemical and Hazardous Waste Disposal Records | Records of the receipt, shipment, and disposal of chemical material or hazardous wastes on campus. | Event + 30 yrs. | Toss/Shred/Delete |
| 142 | Emergency Plans and Procedures | Records related to emergency planning, and to response and recovery procedures, including reestablishment of data and other services. | Until superseded + 1 yr. | Toss/Shred/Delete |
| 143 | Radiation Records | Records of the licensing of the institution by federal, state, and local agencies to receive, use, store, dispose of, and ship radioactive materials. Records of receipt, handling and disposal of radioactive materials. | Active | Permanent |

STUDENT RECORDS

Documents for Applicants Who Do Not Enroll - Admission Documents

| Program Code: 5102 | | | | |
|--------------------|--|--|--|--|
|--------------------|--|--|--|--|

| Item Number | Record | Description | Retention | Disposition |
|-------------|--|--|---------------------------------|-------------------|
| 144 | Admission letters | Notices of admission, waitlist and denial | Intended Term of Enrollment + 1 | Toss/Shred/Delete |
| | Correspondence, relevant | | Intended Term of Enrollment + 1 | Toss/Shred/Delete |
| 145 | Waivers of rights of access (admissions) | Waiving right of access to admission letters of recommendation | Intended Term of Enrollment + 1 | Toss/Shred/Delete |

Documents for Applicants Who Do Not Enroll - Application Materials

| Program Code: 5102 | | | | |
|---------------------------|--|---|---------------------------------|-------------------|
| Item Number | Record | Description | Retention | Disposition |
| 146 | Applications for admission or re-admission | Admission application such as undergraduate, graduate, international or non-degree/special admittance | Intended Term of Enrollment + 1 | Toss/Shred/Delete |
| 147 | Credit by examination | Reports/scores on Advanced Placement, CLEP, PEP, etc. | Intended Term of Enrollment + 1 | Toss/Shred/Delete |
| 148 | Entrance examination reports/test scores | Standardized test scores, such as ACT/SAT, LSAT, MCAT, GRE, TOEFL | Intended Term of Enrollment + 1 | Toss/Shred/Delete |
| 149 | Medical Records | i.e., immunization records | Intended Term of Enrollment + 1 | Toss/Shred/Delete |
| 150 | Letters of recommendation (admissions) | | Intended Term of Enrollment + 1 | Toss/Shred/Delete |
| 151 | Military documents | | Intended Term of Enrollment + 1 | Toss/Shred/Delete |
| 152 | Placement test records/scores | | Intended Term of Enrollment + 1 | Toss/Shred/Delete |

| Program Code: 5102 | | | | |
|--------------------|--------------------------------|-------------|---------------------------------|-------------------|
| Item Number | Record | Description | Retention | Disposition |
| 153 | Residency classification forms | | Intended Term of Enrollment + 1 | Toss/Shred/Delete |
| 154 | Test scores (other) | | Intended Term of Enrollment + 1 | Toss/Shred/Delete |
| 155 | Transcripts (high school) | | Intended Term of Enrollment + 1 | Toss/Shred/Delete |
| 156 | Transcripts (other colleges) | | Intended Term of Enrollment + 1 | Toss/Shred/Delete |

Documents for Applicants Who Do Not Enroll - International Student Documents

| Program Code: 5102 | | | | |
|--------------------|--|--|---------------------------------|-------------------|
| Item Number | Record | Description | Retention | Disposition |
| 157 | Alien Registration Receipt Card | Evidence of admissibility as a permanent residency | Intended Term of Enrollment + 1 | Toss/Shred/Delete |
| 158 | DS-2019 | Certificate of eligibility for J1 visa status (formerly IAP-66) | Intended Term of Enrollment + 1 | Toss/Shred/Delete |
| 159 | Employment Authorization (work permit), if granted | | Intended Term of Enrollment + 1 | Toss/Shred/Delete |
| 160 | I20 | Certificate of eligibility for F-1 visa status | Intended Term of Enrollment + 1 | Toss/Shred/Delete |
| 161 | I94 Card (copy) | Document issued to nonimmigrants; also known as Arrival Departure Record | Intended Term of Enrollment + 1 | Toss/Shred/Delete |
| 162 | Passport number | | Intended Term of Enrollment + 1 | Toss/Shred/Delete |
| 163 | Statement of Educational Costs | Estimate of total school year costs | Intended Term of Enrollment + 1 | Toss/Shred/Delete |

| Program Code: 5102 | | | | |
|--------------------|---------------------------------------|--|---------------------------------|-------------------|
| Item Number | Record | Description | Retention | Disposition |
| 164 | Statement of Financial Responsibility | Evidence of adequate financial resources | Intended Term of Enrollment + 1 | Toss/Shred/Delete |

Admissions Records for Applicants Who Enroll - Admission Documents

| Program Code: 5102 | | | | |
|--------------------|---|--|-----------------------------|-------------------|
| Item Number | Record | Description | Retention | Disposition |
| 165 | Admissions letters (including those programs with a separate admissions process from the general application) | Notice of admission, denial, or waitlist | Last year of enrollment + 5 | Toss/Shred/Delete |
| 166 | Correspondence (relevant) | | Last year of enrollment + 5 | Toss/Shred/Delete |
| 167 | Waivers of rights of access (admissions) | Waiving right of access to admission letters of recommendation | Last year of enrollment + 5 | Toss/Shred/Delete |

Admissions Records for Applicants Who Enroll - Application Materials

| Program Code: 5102 | | | | |
|--------------------|--|---|------------------------------|-------------------|
| Item Number | Record | Description | Retention | Disposition |
| 168 | Applications for admission or re-admission | Admission application such as undergraduate, graduate, international, or non-degree/special admittance. | First year of enrollment + 5 | Toss/Shred/Delete |
| 169 | Credit by examination | Reports/scores on Advanced Placement, CLEP, PEP, etc. | First year of enrollment + 5 | Toss/Shred/Delete |

| Program Code: 5102 | | | | |
|--------------------|---|---|-----------------------------|-------------------|
| Item Number | Record | Description | Retention | Disposition |
| 170 | Entrance examination reports/test scores | Standardized test scores, such as ACT/SAT, LSAT, MCAT, GRE, TOEFL | Last year of enrollment + 5 | Toss/Shred/Delete |
| 171 | Medical Records | i.e., immunization records | Last year of enrollment + 5 | Toss/Shred/Delete |
| 172 | Letters of recommendation (admissions) | | Last year of enrollment + 5 | Toss/Shred/Delete |
| 173 | Military documents | | Last year of enrollment + 5 | Toss/Shred/Delete |
| 174 | Placement test scores/reports | | Last year of enrollment + 5 | Toss/Shred/Delete |
| 175 | Release from high school or dual enrollment forms | | Last year of enrollment + 5 | Toss/Shred/Delete |
| 176 | Residency classification forms | | Last year of enrollment + 5 | Toss/Shred/Delete |
| 177 | Test scores (other) | | Last year of enrollment + 5 | Toss/Shred/Delete |
| 178 | Transcripts (high school) | | Last year of enrollment + 5 | Toss/Shred/Delete |
| 179 | Transcripts (other colleges) | | Last year of enrollment + 5 | Toss/Shred/Delete |

Admissions Records for Applicants Who Enroll - International Student Documents

| Program Code: 5102 | | | | |
|---------------------------|--|--|-----------------------------|-------------------|
| Item Number | Record | Description | Retention | Disposition |
| 180 | Alien registration receipt card | Evidence of admissibility as a permanent resident | Last year of enrollment + 5 | Toss/Shred/Delete |
| 181 | DS-2019 | Certificate of eligibility for J1 visa status (formerly IAP-66) | Last year of enrollment + 5 | Toss/Shred/Delete |
| 182 | Employment Authorization (work permit), if granted | | Last year of enrollment + 5 | Toss/Shred/Delete |
| 183 | I-20 | Certificate of eligibility for F-1 visa status | Last year of enrollment + 5 | Toss/Shred/Delete |
| 184 | I94 Card (copy) | Document issued to nonimmigrants; also known as Arrival Departure Record | Last year of enrollment + 5 | Toss/Shred/Delete |
| 185 | Passport number | | Last year of enrollment + 5 | Toss/Shred/Delete |
| 186 | Statement of Educational Costs | Estimate of total school year costs | Last year of enrollment + 5 | Toss/Shred/Delete |
| 187 | Statement of Financial Responsibility | Evidence of adequate financial resources | Last year of enrollment + 5 | Toss/Shred/Delete |

Student Academic Records - Academic Program Records

| Program Code: 5102 | | | | |
|---------------------------|-----------------------------|--|-----------------------------|-------------------|
| Item Number | Record | Description | Retention | Disposition |
| 188 | Academic advisement records | | Last year of enrollment + 5 | Toss/Shred/Delete |
| 189 | Academic warning | Notice of academic action related to academic non-performance/deficiency | Last year of enrollment + 5 | Toss/Shred/Delete |

| Program Code: 5102 | | | | |
|--------------------|--|--|-----------------------------|-------------------|
| Item Number | Record | Description | Retention | Disposition |
| 190 | Academic suspension | Notice of academic action related to academic non-performance/deficiency | Last year of enrollment + 5 | Toss/Shred/Delete |
| 191 | Academic dismissal | Notice of academic action related to academic non-performance/deficiency | Last year of enrollment + 5 | Permanent |
| 192 | Academic integrity code violations (with sanctions) | Notice of violation of academic integrity policies including sanctions, if any | Last year of enrollment + 5 | Permanent |
| 193 | Academic Records (miscellaneous) | Narrative evaluations, competency assessments, etc. | Last year of enrollment + 5 | Permanent |
| 194 | Correspondence (student) | Related to academic records, inquiries | Last year of enrollment + 5 | Toss/Shred/Delete |
| 195 | Disciplinary action records | Grade or program actions, notice of sanctions related to personal conduct | Last year of enrollment + 5 | Toss/Shred/Delete |
| 196 | Grievance/complaint (by student) | Various course/exam related issues, not grade or FERPA disputes. | Last year of enrollment + 5 | Toss/Shred/Delete |
| 197 | Leave of absence | | Last year of enrollment + 5 | Toss/Shred/Delete |
| 198 | Major changes, certification of 2 nd majors, minors | | Current Term + 1 | Toss/Shred/Delete |
| 199 | Petitions (academic) | Exceptions to academic rules | Last year of enrollment + 5 | Toss/Shred/Delete |
| 200 | Thesis/Dissertation | | Active | Permanent |
| 201 | Transcripts | Permanent academic record | Active | Permanent |

Student Academic Records - Certification/Verification Records

| Program Code: 5102 | | | | |
|---------------------------|--------------------------------|---|-----------------------------|-------------------|
| Item Number | Record | Description | Retention | Disposition |
| 202 | Enrollment verifications | Verifications of enrollment, graduation, GPA, and other related academics | Current Term + 1 | Toss/Shred/Delete |
| 203 | Residency verification records | Documents in support of verifying residency in state for tuition purposes | Last year of enrollment + 3 | Toss/Shred/Delete |
| 204 | Teacher certifications | | Last year of enrollment + 3 | Toss/Shred/Delete |
| 205 | Transcript requests (student) | Official transcript requests by student | Submission + 1 | Toss/Shred/Delete |
| 206 | VA certification records | Certifying documents for federal VA benefits | Last year of enrollment + 3 | Toss/Shred/Delete |

Student Academic Records - Degree and Certificate Records

| Program Code: 5102 | | | | |
|---------------------------|--|---|-----------------------------|-------------------|
| Item Number | Record | Description | Retention | Disposition |
| 207 | Application for degree or other credential | Degree application, record of degree name. etc. | Last year of enrollment + 3 | Toss/Shred/Delete |
| 208 | Degree audit records | Degree audits in support of graduation clearing | Last year of enrollment + 3 | Toss/Shred/Delete |
| 209 | Graduation lists | List of graduates for graduating class | Active | Permanent |
| 210 | Substitution/waivers | Approvals to meet program requirements with administrative action | Last year of enrollment + 3 | Toss/Shred/Delete |

Student Academic Records - Grade and Scholarship/ Deficiency Records

| Program Code: 5102 | | | | |
|---------------------------|---------------------------------|--|-------------------------------|-------------------|
| Item Number | Record | Description | Retention | Disposition |
| 211 | Exams (final)/graded coursework | | Date of course completion + 1 | Toss/Shred/Delete |
| 212 | Grade appeal/complaint | Student final grade disputes | CY + 1 | Toss/Shred/Delete |
| 213 | Grade book (faculty) | Record of students in course and work completed | Date of course completion + 5 | Toss/Shred/Delete |
| 214 | Grade change forms | Record of authorization to change grade | Last year of enrollment + 5 | Toss/Shred/Delete |
| 215 | Grade reports (midterm) | Record of midterm grades submitted by faculty | Current term | Toss/Shred/Delete |
| 216 | Grade submission sheets/data | Original record of grades submitted at end of term | Active | Permanent |

Student Academic Records - Miscellaneous Records

| Program Code: 5102 | | | | |
|---------------------------|---------------------------------|--|-----------------------------|-------------------|
| Item Number | Record | Description | Retention | Disposition |
| 217 | Name change authorizations | | Last year of enrollment + 5 | Toss/Shred/Delete |
| 218 | Personal data information forms | Change of address, race/ethnicity questionnaires, and other demographic data | Last year of enrollment + 5 | Toss/Shred/Delete |
| 219 | Transfer credit evaluations | | Last year of enrollment + 5 | Toss/Shred/Delete |

Student Academic Records - Registration and Enrollment Records

| Program Code: 5102 | | | | |
|---------------------------|--|--|-----------------------------|-------------------|
| Item Number | Record | Description | Retention | Disposition |
| 220 | Class Schedules (students) | Student schedules for each term | Last year of enrollment + 5 | Toss/Shred/Delete |
| 221 | Class lists | Record of class rosters for each term | CY + 5 | Toss/Shred/Delete |
| 222 | Course repeat form/approval | | Last year of enrollment + 5 | Toss/Shred/Delete |
| 223 | Credit/no credit, audit, or pass/no pass approvals | Authorization for various enrollment options | Submittal + 3 | Toss/Shred/Delete |
| 224 | Enrollment changes | Record of student add/drop/withdraw from class | Submittal + 3 | Toss/Shred/Delete |
| 225 | Registration/enrollment records | Initial registration forms, current enrollment records | CY + 3 | Toss/Shred/Delete |
| 226 | Withdrawal/cancellation of enrollment records | Record of request to withdraw from all classes | CY + 3 | Toss/Shred/Delete |

Publications, Statistical Data, and Institutional Reports

| Program Code: 5102 | | | | |
|---------------------------|-----------------------|--|-----------|-------------|
| Item Number | Record | Description | Retention | Disposition |
| 227 | Catalogs | Published annually or bi-annually, record of courses, degrees, and programs of study offered | Active | Permanent |
| 228 | Commencement programs | Published record of graduates for public distribution | Active | Permanent |
| 229 | Degree statistics | Record of degrees granted by institution per graduation term and/or annually | Active | Permanent |
| 230 | Enrollment statistics | Per term report of enrolled students, e.g., by class, by course totals, headcount and FTE | Active | Permanent |

| Program Code: 5102 | | | | |
|--------------------|---|---|-----------|-------------------|
| Item Number | Record | Description | Retention | Disposition |
| 231 | Grade distribution and other grade statistics | Report of grades given, including summary grade point statistics by class | Active | Permanent |
| 232 | Instructor evaluations (by students) | | CY + 1 | Toss/Shred/Delete |
| 233 | Race/ethnicity reporting | Report of student enrollment, graduation, and other metrics by race and ethnic origin | Active | Permanent |

FERPA Records

| Program Code: 5102 | | | | |
|--------------------|---|--|-----------------------------------|--|
| Item Number | Record | Description | Retention | Disposition |
| 234 | Requests for formal hearings | Student-initiated request for formal hearing regarding amendment of education record | Same as education record at issue | Same as education record at issue |
| 235 | Requests for and disclosures of personally identifiable information | Necessary for compliance with recordkeeping requirements in FERPA | Same as PII at issue | Same as PII at issue |
| 236 | Requests for nondisclosure of directory information | Student request to opt-out of directory information disclosure | Active | Permanent, or until the request is terminated by student |
| 237 | Statements on content of records regarding hearing panel decisions | If student request for amendment of record is not granted, then student statement must be maintained in the record, and disclosed whenever the record is disclosed | Same as education record at issue | Same as education record at issue |
| 238 | Written consent for records disclosure | Student signed (electronic or paper) authorization for disclosure of education record | Same as education record at issue | Same as education record at issue |

| Program Code: 5102 | | | | |
|--------------------|-------------------------------------|---|-----------------------------------|-----------------------------------|
| Item Number | Record | Description | Retention | Disposition |
| 239 | Waivers for rights of access | Covers confidential letters and statements of recommendations related to the student's admissions; application for employment; or receipt of an honor or honorary recognition (section 99.12(b)(3)) | Same as education record at issue | Same as education record at issue |
| 240 | Written decisions of hearing panels | Decisions resulting from formal hearings regarding amendment of education records | Same as education record at issue | Same as education record at issue |

Federal Disclosure Records

| Program Code: 5102 | | | | |
|--------------------|--|---|---------------------------------|-------------------|
| Item Number | Record | Description | Retention | Disposition |
| 241 | Athletic Participation/EAD A documents | | Date of required disclosure + 3 | Toss/Shred/Delete |
| 242 | College Costs, accreditation, textbook information, transfer credit policy | Complies with Higher Education Opportunity Act | Date of required disclosure + 3 | Toss/Shred/Delete |
| 243 | Crime Statistics/ Security Reports | Complies with Clery Act reporting requirements | Date of required disclosure + 3 | Toss/Shred/Delete |
| 244 | Graduation/ completion, Transfer-out Data | Complies with Student Right-to-Know legislation | Date of required disclosure + 3 | Toss/Shred/Delete |
| 245 | Institutional information (Cost of attendance, withdrawal procedures, | | Date of required disclosure + 3 | Toss/Shred/Delete |

| Program Code: 5102 | | | | |
|--------------------|----------------------|-------------|-----------|-------------|
| Item Number | Record | Description | Retention | Disposition |
| | accreditation, etc.) | | | |

Miscellaneous

| Program Code: 5102 | | | | |
|--------------------|--|---|-------------|-----------------|
| Item Number | Record | Description | Retention | Disposition |
| 246 | Services to Students with Disabilities Records | Records of student participation in the services to students with disabilities program. | Active | Permanent |
| 247 | Student Organization Administrative Records | Records of the history, development, and policies of campus student organizations. | CY + 5 yrs. | Archival Review |