

**STATE AGENCIES' RECORDS RETENTION/DISPOSITION SCHEDULE  
S5: HIGHER EDUCATION RECORDS**

(Revised: 08/2009)



**STATE OF CONNECTICUT**  
**Connecticut State Library**  
**Office of the Public Records Administrator**  
 231 Capitol Avenue, Hartford, CT 06106  
[www.cslib.org/publicrecords](http://www.cslib.org/publicrecords)

1. **AUTHORITY:** The Office of the Public Records Administrator issues this retention and disposition schedule under the authority granted it by CGS §11-8 and §11-8a.
2. **SUPERSEDENCE:** This schedule supersedes all previously approved *State Agencies' Records Retention Schedules: S5: Higher Education Records*.
3. **FORMAT:** Retention periods listed on this schedule apply to the record, regardless of physical format. Records may be either hard copy or electronic. If the record is electronic, the custodian of the record must be able to interpret and retrieve the data for the minimum retention period listed for the records series.
4. **DISPOSAL AUTHORIZATION:** This schedule is used concurrently with the *Records Disposal Authorization* (Form RC-108). The RC-108 must be approved by the agency Records Management Liaison Officer (RMLO), State Archivist, and Public Records Administrator *prior* to the destruction of public records.

Item #	Records Series Title	Description	Retention	Disposition	Notes
<b>A. ACCREDITATION RECORDS</b>					
S5-010	<b>Accreditation Records</b>	Consists of records that document the accreditation process. Including but not limited to: data, correspondence, and other supporting documentation.	5 years from date accreditation granted	Destroy after receipt of signed Form RC-108	Applies to accreditation at the program, department, and university levels.
S5-020	<b>Accreditation Reports</b>	Consists of reports related to the accreditation process. Including but not limited to: reports received from study committees of accreditation associations and suggestions and recommendations concerning organizational structure and administration.	Permanent	Retain permanently	Applies to accreditation at the program, department, and university levels.
<b>B. ATHLETICS RECORDS</b>					
(S5-090)	<b>Athletic Participation Records</b>	Consists of records that document <i>Athletic Participation / Equity in Athletics Disclosure Act</i> (EADA) data, which is disclosed annually to students and other required parties.	3 years from annual required disclosure date [34 CFR §668]	Destroy after receipt of signed Form RC-108	Annual required disclosure date is currently October 15 <sup>th</sup> .
(S3-680)	<b>Inventory of Equipment</b>	Consists of records related to the use of sportswear and equipment by student athletes. Including but not limited to: equipment room daily activity reports, equipment rental charts, and statements of lost equipment.	3 years, or until audited, whichever is later	Destroy after receipt of signed Form RC-108	

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<b>Item #</b>	<b>Records Series Title</b>	<b>Description</b>	<b>Retention</b>	<b>Disposition</b>	<b>Notes</b>
<b>S5-030</b>	<b>Game Records</b>	Consists of records that document the practice, playing, and attendance of games / sporting events. Including but not limited to: scrapbooks, audio / video recordings, sports history, and memorabilia.	2 years from date of event	Destroy after receipt of signed Form RC-108	May have historical value – contact institutional archives or State Archivist prior to submission of Form RC-108.
<b>S5-040</b>	<b>Recruiting Records</b>	Consists of records related to recruitment and eligibility for participation in athletics. Including but not limited to: official visit of prospective athletes, student-athletes' affirmation of eligibility, and national letters of intent.	5 years from end of recruitment period	Destroy after receipt of signed Form RC-108	
<b>S5-050</b>	<b>Scheduling Records</b>	Consists of records that document competition schedules between other institutions. Including but not limited to: correspondence and final schedules.	6 years from date of event	Destroy after receipt of signed Form RC-108	
<b>C. CAREER SERVICES RECORDS</b>					
<b>S5-060</b>	<b>Employer Records</b>	Including but not limited to: job descriptions, company information, contact information, and job qualifications.	2 years from end of academic year	Destroy after receipt of signed Form RC-108	
<b>S5-070</b>	<b>Internship Records</b>	Consists of records that document internships, practicum, cooperative education, student teaching, and field experience.	5 years from date of graduation or date of last enrollment	Destroy after receipt of signed Form RC-108	
<b>S5-080</b>	<b>Student Career Placement and Planning Records</b>	Consists of records that document assistance provided to students in planning career goals and objectives. Including but not limited to: résumés, cover letters, career goals, and academic credentials.	5 years from date of graduation or date of last enrollment	Destroy after receipt of signed Form RC-108	

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Item #	Records Series Title	Description	Retention	Disposition	Notes
<b>D. FEDERAL DISCLOSURE RECORDS</b>					
Pursuant to 34 CFR §668, the 1998 <i>Amendments to the Higher Education Act of 1965</i> (HEA) and <i>Student Assistant General Provisions</i> require institutions to retain records developed in compliance with the <i>Campus Crime, Student Right-to-Know Act</i> , and <i>Athletic Participation / Equity in Athletics Disclosure Act</i> (EADA) requirements. These records should be established and disclosed annually to students and other required parties.					
<b>S5-090</b>	<b>Athletic Participation Records</b>	Consists of records that document <i>Athletic Participation / Equity in Athletics Disclosure Act</i> (EADA) data, which is disclosed annually to students and other required parties.	3 years from annual required disclosure date [34 CFR §668]	Destroy after receipt of signed Form RC-108	Annual required disclosure date is currently October 15 <sup>th</sup> .
<b>S5-100</b>	<b>Crime Statistics and Security Report Records</b>	Consists of crime information, annual <i>CLERY</i> Report, the <i>Drug-Free Schools and Communities Act</i> (DFSCA), and <i>Security Protocol Plan</i> (CGS §10a-156a). Including but not limited to: institutional policies and proceedings for reporting crimes and disciplinary actions, crime statistics, education programs, and security and access policies for campus facilities.	3 years from annual required disclosure date [20 USC §1092]	Destroy after receipt of signed Form RC-108	<i>CLERY</i> is the <i>Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act</i> .
<b>S5-110</b>	<b>Graduation and Completion Records</b>	Consists of graduation, completion, and transfer-out data disclosed to students and other required parties.	3 years from annual required disclosure date	Destroy after receipt of signed Form RC-108	Annual required disclosure date is currently July 1 <sup>st</sup> .
<b>S5-120</b>	<b>Institutional Information Records</b>	Consists of institutional information disclosed annually to students and federal government. Including but not limited to: cost of attendance, withdrawal procedures, refund policy, and other items not covered in student/faculty handbooks.	3 years from annual disclosure date	Destroy after receipt of signed Form RC-108	Annual required disclosure date is currently October 15 <sup>th</sup> .
<b>S5-130</b>	<b>Veterans Administration Certifications</b>	Including but not limited to: application for benefits, correspondence and requests for certification, birth certificates for children of deceased veterans, and notices of benefits for guard and reservists.	3 years from date of graduation or date of last enrollment [38 CFR §21.4209]	Destroy after receipt of signed Form RC-108	

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Item #	Records Series Title	Description	Retention	Disposition	Notes
<b>E. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) RECORDS</b>					
Pursuant to 20 USC §1232(g) and 34 CFR §99, the <i>Family Educational Rights and Privacy Act</i> (FERPA) defines “education records” as “those records that are (1) directly related to a student and (2) maintained by an educational agency or institution or by a party acting for the agency or institution.” Exceptions include (1) personal notes kept in the maker's sole possession, (2) certain campus law enforcement records, (3) alumni records, and (4) certain medical records used only for treatment purposes. Thus, with few exceptions, almost any record about a student must be handled in compliance with FERPA. When the stated retention period is "life of student file or until terminated by the student," the retention period of the FERPA document is the same as the retention period for the student record to which it pertains. Note that if the retention period for the student record is permanent, then the retention period for the associated FERPA document is also permanent.					
S5-140	<b>Annual Notice of Rights</b>		Until superseded	Destroy after receipt of signed Form RC-108	
S5-150	<b>Requests for Formal Hearings</b>		5 years from date of graduation or date of last enrollment	Destroy after receipt of signed Form RC-108	
S5-160	<b>Requests and Disclosures of Personally Identifiable Information</b>		Life of student file or until terminated by the student	Destroy after receipt of signed Form RC-108	
S5-170	<b>Student Requests for Nondisclosure of Directory Information</b>		Life of student file or until terminated by the student	Destroy after receipt of signed Form RC-108	See 34 CFR §99.3 for list of directory information.
S5-180	<b>Student Statements on Content of Records Regarding Hearing Panel Decisions</b>		Life of student file or until terminated by the student	Destroy after receipt of signed Form RC-108	
S5-190	<b>Student's Written Consent for Records Disclosure</b>		Life of student file or until terminated by the student	Destroy after receipt of signed Form RC-108	
S5-200	<b>Waivers for Rights of Access</b>		Life of student file or until terminated by the student	Destroy after receipt of signed Form RC-108	
S5-210	<b>Written Decisions of Hearing Panels</b>		5 years from date of graduation or date of last enrollment	Destroy after receipt of signed Form RC-108	
<b>F. INSTITUTIONAL RECORDS</b>					
S5-220	<b>Alumni Relations Records</b>	Consists of records that document alumni and fundraising efforts. Including but not limited to: information about alumni, solicitation plans, giving histories, and related materials.	3 years, or until audited, whichever is later	Destroy after receipt of signed Form RC-108	May have historical value – contact institutional archives or State Archivist prior to submission of Form RC-108.
S5-230	<b>Catalogs</b>	Consists of annual catalog publications used to present information about institution (e.g., course descriptions, schedule of classes, and academic calendar).	Permanent	Retain permanently	Retention requirement applies to official record copy.

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<b>Item #</b>	<b>Records Series Title</b>	<b>Description</b>	<b>Retention</b>	<b>Disposition</b>	<b>Notes</b>
<b>S5-240</b>	<b>Commencement Programs</b>	Consists of commencement programs for graduation ceremonies and graduation lists.	Permanent	Retain permanently	Retention requirement applies to official record copy.
<b>S5-250</b>	<b>Handbooks – Faculty / Student</b>	Consists of faculty and student handbooks outlining rules, regulations, overview of institution, by-laws, and overview of tenure.	Permanent	Retain permanently	Retention requirement applies to official record copy.
<b>S5-260</b>	<b>Honorary Societies Records</b>	Consists of records that document department, college, and university-related honorary societies. (NOTE: does not include non-university affiliated honorary societies.)	5 years from end of academic year	Destroy after receipt of signed Form RC-108	May have historical value – contact institutional archives or State Archivist prior to submission of Form RC-108.
<b>S5-270</b>	<b>Lab School / Child Care Records</b>	Consists of records of lab schools for pre-school children. Includes university run child care and family resource centers.	4 years from date licensed	Destroy after receipt of signed Form RC-108	If program is not licensed, retain for 4 years from end of academic year.
<b>(S1-350)</b>	<b>Presentation Records</b>	Consists of records of presentations, training sessions, conferences, and workshops conducted by agencies. Including but not limited to: handouts and presentations.	1 year from date of presentation	Destroy after receipt of signed Form RC-108	
<b>S5-280</b>	<b>Schedule of Classes</b>	Consists of institutional schedules and directories of classes.	Permanent	Retain permanently	Retention requirement applies to official record copy.
<b>S5-290</b>	<b>Statistics, Institutional</b>	Consists of degree, enrollment, grade, and race / ethnicity statistics about the institution.	Permanent	Retain permanently	
<b>S5-300</b>	<b>Student Government Records</b>	Consists of records that document student governing associations. Including but not limited to: minutes, elections, reports, and related correspondence.	5 years from end of academic year	Destroy after receipt of signed Form RC-108	May have historical value – contact institutional archives or State Archivist prior to submission of Form RC-108.
<b>S5-310</b>	<b>Student Organization Records</b>	Consists of records that document student associations and organizations affiliated with the institution. Including but not limited to: minutes, elections, reports, and related correspondence.	5 years from end of academic year	Destroy after receipt of signed Form RC-108	May have historical value – contact institutional archives or State Archivist prior to submission of Form RC-108.

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Item #	Records Series Title	Description	Retention	Disposition	Notes
S5-320	Syllabi, Course	Consists of course syllabi (e.g., summary of course, class schedule, office hours, and assignments) maintained by department or university.	1 year from end of semester	Destroy after receipt of signed Form RC-108	Instructor copy of syllabi may be destroyed at will provided university maintains record copy. May have historical value – contact institutional archives or State Archivist prior to submission of Form RC-108.

**G. RESIDENCE / HOUSING RECORDS**

S5-330	Incident Reports	Consists of records that document the receipt, reporting, and reaction to incidents (e.g., fire alarms, noise disturbances) at housing facilities. Including but not limited to: reports, recommendations, and corrections.	2 years from date of resolution	Destroy after receipt of signed Form RC-108	See S5-600, S5-610, and S5-620 for incidents resulting in student disciplinary actions.
S5-340	Room Inspections and Assignments	Consists of records that document the processing of residents, periodic inspection of rooms, and status of room and housing assignments. Including but not limited to: check-in / out forms, room condition forms, and inspection reports.	1 year from end of semester	Destroy after receipt of signed Form RC-108	

**H. STUDENT ADMISSIONS RECORDS – APPLICANTS WHO DO NOT ENROLL**

The *Family Education Rights and Privacy Act* (FERPA) (20 USC §1232g / 34 CFR §99) does not apply to records for applicants who *do not* enroll (whether accepted or rejected) at the institution.

S5-350	Acceptance Letters	Consists of letters and other forms advising applicant of acceptance or denial to institution.	2 years from date of application	Destroy after receipt of signed Form RC-108	
S5-360	Advanced Placement Records	Consists of records that document the applicant's advanced placement (AP) activities.	2 years from date of application	Destroy after receipt of signed Form RC-108	
S5-370	Applications for Admission	Consists of applications for admission or readmission to institution.	2 years from date of application	Destroy after receipt of signed Form RC-108	
S5-380	Correspondence	Consists of correspondence related to the admissions process.	2 years from date of application	Destroy after receipt of signed Form RC-108	
S5-390	Entrance Examinations	Consists of records of examination and test scores (e.g., ACT, ASSET, SAT, LSAT, MCAT, and GRE).	2 years from date of application	Destroy after receipt of signed Form RC-108	

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<b>Item #</b>	<b>Records Series Title</b>	<b>Description</b>	<b>Retention</b>	<b>Disposition</b>	<b>Notes</b>
<b>S5-400</b>	<b>International Student Records</b>	Consists of documents used by international students for enrollment purposes. Including but not limited to: Employment Authorizations, Alien Registration Receipt Cards, I-94 Cards, passport numbers, statements of educational costs, and translation documents.	2 years from date of application	Destroy after receipt of signed Form RC-108	Some documents from 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 after receipt of signed Form RC-108.
<b>S5-410</b>	<b>Interview Records</b>	Consists of summaries or reports of interviews of the applicant.	2 years from date of application	Destroy after receipt of signed Form RC-108	
<b>S5-420</b>	<b>Letters of Recommendation</b>	Consists of recommendations written on behalf of the applicant.	2 years from date of application	Destroy after receipt of signed Form RC-108	
<b>S5-425</b>	<b>Medical Records</b>	Consists of records that document the applicant's proof of immunization and physical exams.	2 years from date of application	Destroy after receipt of signed Form RC-108	
<b>S5-430</b>	<b>Military Records</b>	Consists of records that document the applicant's military history for enrollment purposes.	2 years from date of application	Destroy after receipt of signed Form RC-108	
<b>S5-440</b>	<b>Placement Scores</b>	Consists of records that document the applicant's placement test scores or reports.	2 years from date of application	Destroy after receipt of signed Form RC-108	
<b>S5-450</b>	<b>Residency Classification Forms</b>	Consists of records that document residency status for tuition purposes.	2 years from date of application	Destroy after receipt of signed Form RC-108	
<b>S5-460</b>	<b>Transcripts</b>	Consists of applicant's high school and other college transcripts.	2 years from date of application	Destroy after receipt of signed Form RC-108	
<b>I. STUDENT ADMISSIONS RECORDS – APPLICANTS WHO ENROLL</b>					
The <i>Family Education Rights and Privacy Act</i> (FERPA) (20 USC §1232g / 34 CFR §99) applies to students who <i>enroll and attend</i> the institution. The provisions of FERPA apply to these students' admissions records. Educational institutions that participate in federal, state, and/or private student loan programs must retain student admission and placement records for "5 years from date of graduation or date of last enrollment (withdrawal)."					
<b>S5-470</b>	<b>Acceptance Letters</b>	Consists of letters and other forms advising applicant of acceptance or denial to institution.	5 years from date of graduation or date of last enrollment	Destroy after receipt of signed Form RC-108	
<b>S5-480</b>	<b>Advanced Placement Records</b>	Consists of records that document the applicant's advanced placement (AP) activities.	5 years from date of graduation or date of last enrollment	Destroy after receipt of signed Form RC-108	
<b>S5-490</b>	<b>Applications for Admission</b>	Consists of applications for admission or readmission to institution.	5 years from date of graduation or date of last enrollment	Destroy after receipt of signed Form RC-108	

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<b>Item #</b>	<b>Records Series Title</b>	<b>Description</b>	<b>Retention</b>	<b>Disposition</b>	<b>Notes</b>
<b>S5-500</b>	<b>Correspondence</b>	Consists of correspondence related to the admissions process.	5 years from date of graduation or date of last enrollment	Destroy after receipt of signed Form RC-108	
<b>S5-510</b>	<b>Entrance Examinations</b>	Consists of records of examination and test scores (e.g., ACT, ASSET, SAT, LSAT, MCAT, and GRE).	5 years from date of graduation or date of last enrollment	Destroy after receipt of signed Form RC-108	
<b>S5-520</b>	<b>International Student Records</b>	Consists of documents used by international students for enrollment purposes. Including but not limited to: employment authorizations, alien registration receipt cards, I-94 cards, passport numbers, statements of educational costs, and translation documents.	5 years from date of graduation or date of last enrollment	Destroy after receipt of signed Form RC-108	Some documents from 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 after receipt of signed Form RC-108.
<b>S5-530</b>	<b>Interview Records</b>	Consists of summaries or reports of interviews of the applicant.	Until admitted	Destroy after receipt of signed Form RC-108	
<b>S5-540</b>	<b>Letters of Recommendation</b>	Consists of recommendations written on behalf of the applicant.	Until admitted	Destroy after receipt of signed Form RC-108	Pursuant to 20 USC §1232g (FERPA), letters of recommendation not accompanied by waivers, and retained beyond their intended use, may be viewed by the student. It is recommended that these letters be destroyed after admission of the student.
<b>(S4-020)</b>	<b>Medical Records</b>	Consists of records maintained by college and university student health services. Including but not limited to: proof of immunization and physical exams.	7 years from date of graduation or date of last enrollment	Destroy after receipt of signed Form RC-108	Pursuant to CGS §10a-155, a record of the immunization must be part of the student's permanent record.
<b>S5-550</b>	<b>Military Records</b>	Consists of records that document the applicant's military history for enrollment purposes.	5 years from date of graduation or date of last enrollment	Destroy after receipt of signed Form RC-108	
<b>S5-560</b>	<b>Placement Scores</b>	Consists of records that document the applicant's placement test scores or reports.	5 years from date of graduation or date of last enrollment	Destroy after receipt of signed Form RC-108	

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<b>Item #</b>	<b>Records Series Title</b>	<b>Description</b>	<b>Retention</b>	<b>Disposition</b>	<b>Notes</b>
S5-570	<b>Recruitment Records</b>	Consists of records used to recruit the applicant. Including but not limited to: advertising, sales, and marketing materials.	3 years from date of graduation or date of last enrollment	Destroy after receipt of signed Form RC-108	Pursuant to 38 CFR §21.4209, Department of Veterans Affairs requires that recruitment materials (advertising, sales, or enrollment materials) be retained for 3 years from date of last enrollment.
S5-580	<b>Residency Classification Forms</b>	Consists of records that document residency status for tuition purposes.	5 years from date of graduation or date of last enrollment	Destroy after receipt of signed Form RC-108	
S5-590	<b>Transcripts</b>	Consists of applicant's high school and other college transcripts.	5 years from date of graduation or date of last enrollment	Destroy after receipt of signed Form RC-108	
<b>J. STUDENT DISCIPLINARY RECORDS</b>					
S5-600	<b>Disciplinary Files – Action Less Than Expulsion</b>	Consists of records that document disciplinary actions resulting in an action less than expulsion. Including but not limited to: incident reports, correspondence, academic transcripts, witness statements, discipline history, and incident database.	5 years from date of resolution	Destroy after receipt of signed Form RC-108	Disciplinary actions should not be part of the academic record or transcript.
S5-610	<b>Disciplinary Files – Expulsion</b>	Consists of records that document disciplinary actions resulting in expulsion. Including but not limited to: incident reports, correspondence, academic transcripts, witness statements, discipline history, and incident database.	Permanent	Retain permanently	
S5-620	<b>Disciplinary Files – Recordings</b>	Consists of audio / video recordings of disciplinary hearings.	Until end of appeals process	Destroy after receipt of signed Form RC-108	
S5-630	<b>Student Honor Code Records</b>	Consists of records that document the actions, findings and recommendations of student honor code / council hearings. Including but not limited to: hearing records and results.	3 years from end of academic year	Destroy after receipt of signed Form RC-108	

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Item #	Records Series Title	Description	Retention	Disposition	Notes
<b>K. STUDENT FINANCIAL AID RECORDS</b>					
Pursuant to the 1998 <i>Amendments to the Higher Education Act of 1965</i> and <i>Student Assistant General Provisions</i> (34 CFR §668), Title IV institutions are required to maintain and retain records developed in compliance with the <i>Campus Crime, Student Right-to-Know</i> , and <i>Athletic Participation / EADA</i> disclosure requirements.					
S5-640	<b>Student Financial Aid Records</b>	Consists of campus-based aid (e.g., Federal Work Study, Perkins loan, and Supplemental Educational Opportunity Grants) and federal student financial aid programs records (e.g., Direct PLUS loans, Federal Family Education Loans, Pell grants, Stafford loans, and Ford Federal Direct Loans).	3 years from end of award year [34 CFR §668.24]	Destroy after receipt of signed Form RC-108	
<b>L. STUDENT RECORDS</b>					
S5-650	<b>Absence Notices</b>	Consists of records that document absence of student (e.g., medical emergency, jury duty, or religious observance).	Until end of semester	Destroy after receipt of signed Form RC-108	
S5-660	<b>Academic Action Authorizations</b>	Consists of records that document student dismissals and other related actions.	5 years from date of graduation or date of last enrollment	Destroy after receipt of signed Form RC-108	See S5-600, S5-610, S5-620, and S5-630 for disciplinary records.
S5-670	<b>Academic Counseling Records</b>	Consists of records that document academic counseling. Including but not limited to: group files, test results, peer group leader program, pre-professional student files, student history files, and tutor applications.	5 years from date of graduation or date of last enrollment	Destroy after receipt of signed Form RC-108	
S5-680	<b>Academic Progress Records</b>	Consists of records that document student academic progress (department / school files). Including but not limited to: activity reports, copies of partial transcripts, evidence of date of graduation, and enrollment verifications.	5 years from date of graduation or date of last enrollment	Destroy after receipt of signed Form RC-108	
S5-690	<b>Academic Records, Student</b>	Consists of records that document the student academic record. Including but not limited to: narrative evaluations and competency assessments.	Permanent	Retain Permanently	Although student records maintained by medical and dental schools are usually an assessment of student progress, such records are included in the same category as the academic record.

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<b>Item #</b>	<b>Records Series Title</b>	<b>Description</b>	<b>Retention</b>	<b>Disposition</b>	<b>Notes</b>
<b>S5-700</b>	<b>Course Substitution Records</b>	Consists of records that document requests for substitution of courses.	5 years from date of graduation or date of last enrollment	Destroy after receipt of signed Form RC-108	
<b>S5-710</b>	<b>Credit by Examination Files</b>	Consists of records that document placement test records and credit by examination records (e.g., CLEP).	5 years from date of graduation or date of last enrollment	Destroy after receipt of signed Form RC-108	
<b>S5-720</b>	<b>Dissertation and Theses</b>	Consists of dissertations and theses written in partial fulfillment of graduate or undergraduate degree requirements.	Permanent	Retain permanently	Includes Ph.D. dissertations, M.A. theses, and B.A. Honors theses.
<b>S5-730</b>	<b>Evaluations</b>	Consists of evaluations conducted by students. Including but not limited to: completed evaluations, survey sheets of professors and/or courses, student comments, and faculty or course identifying materials.	1 year from end of semester	Destroy after receipt of signed Form RC-108	
<b>(S3-010)</b>	<b>Fee Assessment Records</b>	Consists of forms used to assess student fees.	3 years, or until audited, whichever is later	Destroy after receipt of signed Form RC-108	
<b>S5-740</b>	<b>Final Grade</b>	Consists of final grades, which contains names of all students officially registered for a course and their respective grade.	Permanent	Retain permanently	
<b>S5-750</b>	<b>Grade Change Records</b>	Consists of records that document appeals of grades, requests to change grades, and grade review boards.	5 years from date of graduation or date of last enrollment	Destroy after receipt of signed Form RC-108	Some indication that the grade has been changed must be retained permanently (see S5-740).
<b>S5-760</b>	<b>Grade Books, Faculty</b>	Consists of grade books maintained by faculty members.	5 years from end of semester	Destroy after receipt of signed Form RC-108	
<b>S5-770</b>	<b>Grade Progress Reports</b>	Consists of grade progress reports (reported by class).	No requirement	Destroy at will	
<b>S5-780</b>	<b>Graded Coursework and Final Examinations</b>	Consists of graded coursework and final examinations that were not returned to the student. Including but not limited to: assignments, exams, and papers.	No requirement	Destroy at will	
<b>S5-790</b>	<b>Graduation Records</b>	Consists of applications and related materials used to apply for graduation, forms to authorize graduation, and audits conducted to verify graduation.	5 years from date of graduation or date of last enrollment	Destroy after receipt of signed Form RC-108	

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<b>Item #</b>	<b>Records Series Title</b>	<b>Description</b>	<b>Retention</b>	<b>Disposition</b>	<b>Notes</b>
<b>S5-800</b>	<b>Hold or Encumbrance Authorization Records</b>	Consists of authorizations to place or remove a hold or encumbrance from a student's account to prohibit the student from registering for classes, releasing transcripts, or delay reception of diplomas.	Until date hold or encumbrance released	Destroy after receipt of signed Form RC-108	The release should be noted on the student record.
<b>S5-810</b>	<b>Identification Card Records</b>	Consists of records associated with the creation and maintenance of identification (ID) cards for students, faculty, and staff. ID cards may serve multiple functions (e.g., debit card, identification card, and library card). Including but not limited to: applications, forms, and photographs.	Until date of graduation, date of last enrollment, or date of employee termination	Destroy after receipt of signed Form RC-108	
<b>S5-820</b>	<b>Identification Cards, Unclaimed</b>	Consists of unclaimed identification (ID) cards for students, faculty, and staff.	1 year from date issued	Destroy after receipt of signed Form RC-108	
<b>S5-830</b>	<b>Independent Study Records</b>	Consists of records documenting independent study. Including but not limited to: request forms and authorizations.	5 years from date of graduation or date of last enrollment	Destroy after receipt of signed Form RC-108	
<b>(S5-070)</b>	<b>Internship Records</b>	Consists of records documenting internships, practicum, cooperative education, student teaching, and field experience.	5 years from date of graduation or date of last enrollment	Destroy after receipt of signed Form RC-108	
<b>S5-840</b>	<b>Major / Curriculum Records</b>	Consists of forms and authorizations to declare a major, change a major, or to set up curriculum studies.	5 years from date of graduation or date of last enrollment	Destroy after receipt of signed Form RC-108	
<b>S5-850</b>	<b>Name Change Records</b>	Consists of records that document authorizations of name change for current students.	5 years from date of graduation or date of last enrollment	Destroy after receipt of signed Form RC-108	
<b>S5-860</b>	<b>Personal Data Information Records</b>	Consists of documents used to obtain personal information about the student, such as name, address, and phone number, for use by the institution.	Until superseded	Destroy after receipt of signed Form RC-108	
<b>S5-870</b>	<b>Registration Records</b>	Consists of records that document course registration (e.g., pass / fail, audit, credit, and no credit classes) and course changes (e.g., add, drop, and withdrawal).	No requirement	Destroy at will	

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<b>S5-880</b>	<b>Student Employment Records</b>	Consists of employee file for student employees. Including but not limited to: applications, résumés, CVs, transcripts, and interview materials.	5 years from date of termination	Destroy after receipt of signed Form RC-108	Although state employee files are maintained for "Duration of employment plus 30 years," student employment files are maintained for "5 years from the date of termination" <b>except</b> that a record of the student's employment must be retained for longevity purposes.
<b>S5-890</b>	<b>Transcripts, Official</b>	Consists of students' undergraduate or graduate academic transcript.	Permanent	Retain permanently	
<b>S5-900</b>	<b>Transcripts, Requests for</b>	Consists of requests and authorizations for copies of transcripts.	1 year from date of request	Destroy after receipt of signed Form RC-108	
<b>S5-910</b>	<b>Transfer Credit Records</b>	Consists of requests to transfer credit and authorizations or denials.	5 years from date of graduation or date of last enrollment	Destroy after receipt of signed Form RC-108	