

STATE AGENCIES' RECORDS RETENTION/DISPOSITION SCHEDULE
S5: HIGHER EDUCATION RECORDS
(Revised: 01/2010)



STATE OF CONNECTICUT
Connecticut State Library
Office of the Public Records Administrator
231 Capitol Avenue, Hartford, CT 06106
www.cslib.org/publicrecords

- 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.
- SUPERSEDEENCE:** This schedule supersedes all previously approved *State Agencies' Records Retention/Disposition Schedules: S5: Higher Education Records*.
- 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.
- DISPOSITION AUTHORIZATION:** This schedule is used concurrently with the *Records Disposition Authorization* (Form RC-108). The RC-108 must be signed by the agency Records Management Liaison Officer (RMLO), the State Archivist, and the Public Records Administrator *prior* to the destruction of public records.

Series #	Records Series Title	Description	Minimum Retention	Disposition	Notes and Citations
A. ACCREDITATION RECORDS					
(S1-015)	Accreditation Records	Consists of records that document the accreditation process from accrediting and regulatory bodies. Including but not limited to: data, correspondence, other supporting documentation, reports received from study committees of accreditation associations and suggestions and recommendations concerning organizational structure and administration.	5 years from date accreditation granted, or until next accreditation, whichever is later	Destroy after receipt of signed Form RC-108	Applies to accreditation at the program, department, and institutional levels.
B. ATHLETICS RECORDS					
(S5-090)	Athletic Participation Records	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 th .
(S3-680)	Inventories of Equipment	Consists of detailed inventory reports, fixed assets, property inventory report, inventory summary, controllable property inventory, and Generally Accepted Accounting Principles (GAAP) reporting form.	3 years, or until audited, whichever is later	Destroy after receipt of signed Form RC-108	Includes sportswear and equipment by student athletes (e.g., equipment room daily activity reports, equipment rental charts, and statements of lost equipment).

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Series #	Records Series Title	Description	Minimum Retention	Disposition	Notes and Citations
S5-030	Game Records	Consists of records that document the practice, playing, and attendance of games and 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.
S5-040	Recruiting Records	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	
S5-050	Scheduling Records	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	
C. CAREER SERVICES RECORDS					
S5-060	Employer Records	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	
S5-070	Internship Records	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	
S5-080	Student Career Placement and Planning Records	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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Series #	Records Series Title	Description	Minimum Retention	Disposition	Notes and Citations
D. FEDERAL DISCLOSURE RECORDS					
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.					
S5-090	Athletic Participation Records	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 th .
S5-100	Crime Statistics and Security Report Records	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> .
S5-110	Graduation and Completion Records	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 st .
S5-120	Institutional Information Records	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 th .
S5-130	Veterans Administration Certifications	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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Series #	Records Series Title	Description	Minimum Retention	Disposition	Notes and Citations
E. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) RECORDS					
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	Annual Notice of Rights		Until superseded	Destroy after receipt of signed Form RC-108	
S5-150	Requests for Formal Hearings		5 years from date of graduation or date of last enrollment	Destroy after receipt of signed Form RC-108	
S5-160	Requests and Disclosures of Personally Identifiable Information		Life of student file or until terminated by the student	Destroy after receipt of signed Form RC-108	
S5-170	Student Requests for Nondisclosure of Directory Information		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	Student Statements on Content of Records Regarding Hearing Panel Decisions		Life of student file or until terminated by the student	Destroy after receipt of signed Form RC-108	
S5-190	Student's Written Consent for Records Disclosure		Life of student file or until terminated by the student	Destroy after receipt of signed Form RC-108	
S5-200	Waivers for Rights of Access		Life of student file or until terminated by the student	Destroy after receipt of signed Form RC-108	
S5-210	Written Decisions of Hearing Panels		5 years from date of graduation or date of last enrollment	Destroy after receipt of signed Form RC-108	
F. INSTITUTIONAL RECORDS					
S5-220	Alumni Relations Records	Consists of records that document alumni and fundraising efforts. Including but not limited to: information about alumni, solicitation plans, donation 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	Catalogs	Consists of annual catalog publications used to present information about institution (e.g., course descriptions, schedule of classes, and academic calendar).	Permanent	Maintain in agency	Retention requirement applies to official record copy.

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Series #	Records Series Title	Description	Minimum Retention	Disposition	Notes and Citations
S5-240	Commencement Programs	Consists of commencement programs for graduation ceremonies and graduation lists.	Permanent	Maintain in agency	Retention requirement applies to official record copy.
S5-250	Handbooks – Faculty / Student	Consists of faculty and student handbooks outlining rules, regulations, overview of institution, by-laws, and overview of tenure.	Permanent	Maintain in agency	Retention requirement applies to official record copy.
S5-260	Honorary Societies Records	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.
S5-270	Lab School and Child Care Records	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 exempt from being licensed, retain for 4 years from end of academic year.
(S1-350)	Presentation Records	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	
S5-280	Schedule of Classes	Consists of institutional schedules and directories of classes.	Permanent	Maintain in agency	Retention requirement applies to official record copy.
S5-290	Statistics, Institutional	Consists of degree, enrollment, grade, and race / ethnicity statistics about the institution.	Permanent	Maintain in agency	
S5-300	Student Government Records	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.
S5-310	Student Organization Records	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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Series #	Records Series Title	Description	Minimum Retention	Disposition	Notes and Citations
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					
S5-340	Room Inspections and Assignments	Consists of records that document the processing of residents, inspection of rooms, and status of room and housing assignments. Including but not limited to: check-in and 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 <i>Family Education Rights and Privacy Act</i> (FERPA) (20 USC §1232g / 34 CFR §99) does not apply to records for applicants who <i>do not</i> 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	
S5-400	International Student Records	Consists of documents used by international students for enrollment purposes. Including but not limited to: Employment Authorizations, Alien Registration Receipt Cards, Arrival/Departure Record (Form I-94), 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.

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Series #	Records Series Title	Description	Minimum Retention	Disposition	Notes and Citations
S5-410	Interview Records	Consists of summaries or reports of interviews of the applicant.	2 years from date of application	Destroy after receipt of signed Form RC-108	
S5-420	Letters of Recommendation	Consists of recommendations written on behalf of the applicant.	2 years from date of application	Destroy after receipt of signed Form RC-108	
S5-425	Medical Records	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	
S5-430	Military Records	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	
S5-440	Placement Scores	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	
S5-450	Residency Classification Forms	Consists of records that document residency status for tuition purposes.	2 years from date of application	Destroy after receipt of signed Form RC-108	
S5-460	Transcripts	Consists of applicant's high school and college transcripts.	2 years from date of application	Destroy after receipt of signed Form RC-108	
I. STUDENT ADMISSIONS RECORDS – APPLICANTS WHO ENROLL					
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)."					
S5-470	Acceptance Letters	Consists of letters and other forms advising applicant of acceptance to institution.	5 years from date of graduation or date of last enrollment	Destroy after receipt of signed Form RC-108	
S5-480	Advanced Placement Records	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	
S5-490	Applications for Admission	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	
S5-500	Correspondence	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	
S5-510	Entrance Examinations	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	

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Series #	Records Series Title	Description	Minimum Retention	Disposition	Notes and Citations
S5-520	International Student Records	Consists of documents used by international students for enrollment purposes. Including but not limited to: employment authorizations, alien registration receipt cards, Arrival/Departure Record (Form I-94), 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.
S5-530	Interview Records	Consists of summaries or reports of interviews of the applicant.	Until admitted	Destroy after receipt of signed Form RC-108	
S5-540	Letters of Recommendation	Consists of recommendations written on behalf of the applicant.	Until admitted	Destroy after receipt of signed Form RC-108	Pursuant to 20 USC §1232g, 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 student is admitted.
(S4-280)	Patient Medical Records – Higher Education Student Health Services	Consists of records that document the health status and immunization of a patient at higher education institutions. Includes mental health, counseling, and substance abuse for students.	7 years from date of graduation or date of last enrollment [Conn. Agencies Regs. §19-13-D43a(g)(5)(B)]	Destroy after receipt of signed Form RC-108	Pursuant to CGS §10a-155(b), a record of the immunization (measles, mumps, rubella, and varicella) must be part of the student's permanent record. The statute does not require the permanent retention of the certificate or other acceptable proof of immunization. DPH requires that the original doctor's certificate or other evidence of immunization be retained until the student leaves the school. For institutions that maintain a separate health facility, these certificates should be incorporated into the students' health records.
S5-550	Military Records	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	
S5-560	Placement Scores	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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Series #	Records Series Title	Description	Minimum Retention	Disposition	Notes and Citations
S5-570	Recruitment Records	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	Residency Classification Forms	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	Transcripts	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	
J. STUDENT DISCIPLINARY RECORDS					
S5-600	Disciplinary Files – Action Less Than Expulsion	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	Disciplinary Files – Expulsion	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	Maintain in agency	
S5-620	Disciplinary Files – Recordings	Consists of audio / video recordings of disciplinary hearings.	Until end of appeals process	Destroy after receipt of signed Form RC-108	
S5-630	Student Honor Code Records	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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Series #	Records Series Title	Description	Minimum Retention	Disposition	Notes and Citations
K. STUDENT FINANCIAL AID RECORDS					
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	Student Financial Aid Records	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	
L. STUDENT RECORDS					
S5-650	Absence Notices	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	Academic Action Authorizations	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 student disciplinary records.
S5-670	Academic Counseling Records	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	Academic Progress Records	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	Academic Records, Student	Consists of records that document the student academic record. Including but not limited to: narrative evaluations and competency assessments.	Permanent	Maintain in agency	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.
S5-700	Course Substitution Records	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	

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Series #	Records Series Title	Description	Minimum Retention	Disposition	Notes and Citations
S5-710	Credit by Examination Files	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	
S5-720	Dissertations and Theses	Consists of dissertations and theses written in partial fulfillment of graduate or undergraduate degree requirements.	Permanent	Maintain in agency	Includes Ph.D. dissertations, M.A. theses, and B.A. Honors theses.
S5-730	Evaluations	Consists of evaluations by students of courses and instructors. 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	
S5-740	Final Grade	Consists of final grades, which contains names of all students officially registered for a course and their respective grade.	Permanent	Maintain in agency	
S5-750	Grade Change Records	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 for the final grade.
S5-760	Grade Books, Faculty	Consists of grade books maintained by faculty members.	5 years from end of semester	Destroy after receipt of signed Form RC-108	
S5-770	Grade Progress Reports	Consists of grade progress reports (reported by class).	No requirement	Destroy	
S5-780	Graded Coursework and Final Examinations	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	
S5-790	Graduation Records	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	
S5-800	Hold or Encumbrance Authorization Records	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.

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Series #	Records Series Title	Description	Minimum Retention	Disposition	Notes and Citations
S5-810	Identification Card Records	Consists of records associated with the creation and maintenance of identification (ID) cards for students, faculty, and staff. Including but not limited to: applications, forms, photographs, and unclaimed ID cards.	Until date of graduation, date of last enrollment, or date of employee termination	Destroy after receipt of signed Form RC-108	
S5-830	Independent Study Records	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	
(S5-070)	Internship Records	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	
S5-840	Major / Curriculum Records	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	
S5-850	Name Change Records	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	
S5-860	Personal Data Information Records	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	
S5-870	Registration Records	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	
S5-880	Student Employment Records	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" <i>except</i> that a record of the student's employment must be retained for longevity purposes.
S5-890	Transcripts, Official	Consists of students' undergraduate or graduate academic transcript.	Permanent	Maintain in agency	

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Series #	Records Series Title	Description	Minimum Retention	Disposition	Notes and Citations
S5-900	Transcripts, Requests for	Consists of requests and authorizations for copies of transcripts.	1 year from date of request	Destroy after receipt of signed Form RC-108	
S5-910	Transfer Credit Records	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	