

State Agencies' Retention/Disposition Schedule S5:**STUDENT RECORDS MAINTAINED BY CONNECTICUT STATE INSTITUTIONS OF HIGHER EDUCATION**

Item Number	Record Series Title	Minimum Retention	Disposition	Notes
A.	ADMISSIONS DOCUMENTS (APPLICANTS WHO DO NOT ENTER)			The Family Education Rights and Privacy act [FERPA] of 1974, as amended, does not apply to records for applicants who do not enter
S5-010	Acceptance Letters	2 years from date of application	Destroy after receipt of signed approval from OPRA	<i>OPRA</i> refers to the Office of the Public Records Administrator
S5-020	Advanced Placement Records	2 years from date of application	Destroy after receipt of signed approval from OPRA	
S5-030	Applications for Admission	2 years from date of application	Destroy after receipt of signed approval from OPRA	
S5-040	Correspondence, Relevant	2 years from date of application	Destroy after receipt of signed approval from OPRA	
S5-050	Entrance Examination Reports (ACT, CEEB)	2 years from date of application	Destroy after receipt of signed approval from OPRA	
S5-060	Interview Reports	2 years from date of application	Destroy after receipt of signed approval from OPRA	
S5-070	Letters of Recommendation	2 years from date of application	Destroy after receipt of signed approval from OPRA	
S5-080	Placement Scores	2 years from date of application	Destroy after receipt of signed approval from OPRA	
S5-090	Readmission Forms	2 years from date of application	Destroy after receipt of signed approval from OPRA	

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Item Number	Record Series Title	Minimum Retention	Disposition	Notes
S5-100	Test Scores	2 years from date of application	Destroy after receipt of signed approval from OPRA	
S5-110	Transcripts - Other Colleges	2 years from date of application	Destroy after receipt of signed approval from OPRA	
S5-120	Transcripts - High School	2 years from date of application	Destroy after receipt of signed approval from OPRA	
B.	ADMISSIONS DOCUMENTS (APPLICANTS WHO ENTER)			Educational institutions that participate in federal, state, and private low-interest student loan programs must retain student admission and placement records for five years after graduation or withdrawal. In the event of an open audit, records must be retained until all questions are resolved.
S5-130	Acceptance Letters	5 years from date of graduation or date of last enrollment	Destroy after receipt of signed approval from OPRA	
S5-140	Advanced Placement Records	5 years from date of graduation or date of last enrollment	Destroy after receipt of signed approval from OPRA	
S5-150	Applications for Admission/Readmission	5 years from date of graduation or date of last enrollment	Destroy after receipt of signed approval from OPRA	
S5-160	Correspondence	5 years from date of graduation or date of last enrollment	Destroy after receipt of signed approval from OPRA	

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Item Number	Record Series Title	Minimum Retention	Disposition	Notes
S5-170	Entrance Examination Reports (ACT, CEEB)	5 years from date of graduation or date of last enrollment	Destroy after receipt of signed approval from OPRA	
S5-180	Interview Reports	No requirement	Destroy after receipt of signed approval from OPRA	
S5-190	Letters of Recommendation	Until admitted	Destroy after receipt of signed approval from OPRA	(See Section H. FERPA)
S5-200	Placement Scores	5 years from date of graduation or date of last enrollment	Destroy after receipt of signed approval from OPRA	
S5-210	Residency Classification Forms	5 years from date of graduation or date of last enrollment	Destroy after receipt of signed approval from OPRA	
S5-220	Test Scores	5 years from date of graduation or date of last enrollment	Destroy after receipt of signed approval from OPRA	
S5-240	Transcripts - Other Colleges	5 years from date of graduation or date of last enrollment	Destroy after receipt of signed approval from OPRA	
S5-250	Transcripts - High School	5 years from date of graduation or date of last enrollment	Destroy after receipt of signed approval from OPRA	
C.	STUDENT RECORDS AND REGISTRATION DOCUMENTS			
S5-260	Academic Action Authorizations (Dismissal, etc.) (Copy of letter sent to inform student)	5 years from date of graduation or date of last enrollment	Destroy after receipt of signed approval from OPRA	

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Item Number	Record Series Title	Minimum Retention	Disposition	Notes
S5-270	Academic Records (Including Narrative Evaluations, Competency Assessments, etc.)	Permanent	Retain permanently	Although student records created and maintained by medical and dental schools are usually a narrative assessment of academic progress and/or clinical practice, for purposes of this retention schedule, such records are included in the same category as the academic record.
S5-280	Applications for Graduation	1 year from date of graduation or date of last enrollment	Destroy after receipt of signed approval from OPRA	
S5-290	Audit/Credit/No Credit Approval forms	No requirement	Destroy after receipt of signed approval from OPRA	
S5-300	Catalogs	Permanent	Retain permanently	
S5-310	Change of Course Forms (Add/Drop)	No requirement	Destroy after receipt of signed approval from OPRA	
S5-320	Change of Grade Forms (Update Documents)	5 years from date of graduation or date of last enrollment	Destroy after receipt of signed approval from OPRA	Although the actual change of grade form is not a permanent record, some indication that the grade has been changed must be maintained permanently.
S5-330	Change of Major/Curriculum Authorizations	5 years from date of graduation or date of last enrollment	Destroy after receipt of signed approval from OPRA	
S5-340	Commencement Programs/Graduation Lists	Permanent	Retain permanently	
S5-350	Course Substitution	5 years from date of graduation or date of last enrollment	Destroy after receipt of signed approval from OPRA	

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Item Number	Record Series Title	Minimum Retention	Disposition	Notes
S5-360	Credit by Examination Forms	5 years from date of graduation or date of last enrollment	Destroy after receipt of signed approval from OPRA	
S5-370	Faculty Grade Books	5 years from end of term	Destroy after receipt of signed approval from OPRA	
S5-380	Final Grade Sheets	Permanent	Retain permanently	
S5-390	Foreign Student Forms	5 years from date of graduation or date of last enrollment	Destroy after receipt of signed approval from OPRA	The Immigration and Naturalization Service states that the school must keep records used to comply with the reporting requirements for at least one year. Since many items included in foreign students' records are to be retained for at least five years, it is recommended that INS documentation also be retained five years.
S5-400	Grade Reports - Registrar's Copies	No requirement	Destroy after receipt of signed approval from OPRA	
S5-410	Graduation Authorizations (Degree Audits)	No requirement	Destroy after receipt of signed approval from OPRA	
S5-420	Hold or Encumbrance Authorizations	Until released	Destroy after receipt of signed approval from OPRA	
S5-430	Independent Study Forms	No requirement	Destroy after receipt of signed approval from OPRA	
S5-440	Name Change Authorizations	5 years from date of graduation or date of last enrollment	Destroy after receipt of signed approval from OPRA	
S5-450	Pass/Fail Requests	No requirement	Destroy after receipt of signed approval from OPRA	

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Item Number	Record Series Title	Minimum Retention	Disposition	Notes
S5-460	Personal Data Information Forms (Name, address, phone changes)	No requirement	Destroy after receipt of signed approval from OPRA	
S5-470	Registration Forms	No requirement	Destroy after receipt of signed approval from OPRA	
S5-480	Schedule/Directory of Classes	Permanent	Retain permanently	
S5-485	Student Identification Cards (Unclaimed)	12 months from date of issuance	Destroy after receipt of signed approval from OPRA	
S5-490	Transcript Requests - Student	No requirement	Destroy after receipt of signed approval from OPRA	
S5-500	Transfer Credit Evaluations	5 years from date of graduation or date of last enrollment	Destroy after receipt of signed approval from OPRA	
S5-510	Withdrawal Authorizations	5 years from date of graduation or date of last enrollment	Destroy after receipt of signed approval from OPRA	
D.	CERTIFICATION AND STATISTICAL DOCUMENTS			
S5-520	Degree Statistics	Permanent	Retain permanently	
S5-530	Enrollment Statistics	Permanent	Retain permanently	
S5-540	Enrollment Verifications	No requirement	Destroy after receipt of signed approval from OPRA	
S5-550	Grade Statistics	Permanent	Retain permanently	
S5-560	Racial/Ethnic Statistics	Permanent	Retain permanently	
S5-570	Social Security Certifications	No requirement	Destroy after receipt of signed approval from OPRA	

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Item Number	Record Series Title	Minimum Retention	Disposition	Notes
S5-580	Veterans Administration Certifications	5 years from date of graduation or date of last enrollment	Destroy after receipt of signed approval from OPRA	
E.	FINANCIAL AID DOCUMENTS			
S5-590	Guaranteed student loan program records	5 years from end of the period for which the loan/aid is given	Destroy after receipt of signed approval from OPRA	
S5-595	Pell grant program records	5 years from end of the period for which the loan/aid is given	Destroy after receipt of signed approval from OPRA	
S5-600	Student financial aid records	5 years from end of the period for which the loan/aid is given	Destroy after receipt of signed approval from OPRA	
S5-605	Supplemental educational opportunity grant records	5 years from end of the period for which the loan/aid is given	Destroy after receipt of signed approval from OPRA	
F.	CAREER SERVICES RECORDS			
S5-700	Employer Files (job descriptions, company information, contact information, job qualifications)	2 years	Destroy after receipt of signed approval from OPRA	
S5-710	Internship/Cooperative Education Records (Completed)	5 years from date of graduation or date of last enrollment	Destroy after receipt of signed approval from OPRA	
S5-720	Internship/Cooperative Education Records (Not completed)	2 years from date of graduation or date of last enrollment	Destroy after receipt of signed approval from OPRA	

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Item Number	Record Series Title	Minimum Retention	Disposition	Notes
S5-730	Placement/Resume Files (Resumes, Cover letters, Meeting notes)	2 years from date of graduation or date of last enrollment	Destroy after receipt of signed approval from OPRA	
G.	STUDENT DISCIPLINARY RECORDS			
S5-740	Disciplinary Files (Resulting in action less than expulsion) - may include incident report, correspondence, academic transcript, witness statement, and discipline history)	7 years from date of incident	Destroy after receipt of signed approval from OPRA	The Judicial Affairs Dept. at UConn keeps files chronologically then by student. A student may have more than one file.
S5-750	Disciplinary Files (Resulting in expulsion) - may include incident report, correspondence, academic transcript, witness statement, and discipline history)	Permanent		
S5-760	Incident Database – tracts an incident and the actions taken	7 years from date of incident		
S5-770	Disciplinary Hearings (Audio Tapes)	End of appeals process	Destroy after receipt of signed approval from OPRA	Student allowed one appeal.
H.	FERPA DOCUMENTS			
S5-780	Annual Notice of Rights	Current	Destroy after receipt of signed approval from OPRA	
S5-800	Hearing records (request to amend an education record)	5 years from date of graduation or date of last enrollment	Destroy after receipt of signed approval from OPRA	
S5-810	Student statement disputing content of education record	Retain for life of student file	Destroy after receipt of signed approval from OPRA	
S5-820	Record of request for access to and disclosure of personally identifiable information from a student's education records	Retain for life of student file	Destroy after receipt of signed approval from OPRA	

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Item Number	Record Series Title	Minimum Retention	Disposition	Notes
S5-830	Student Waiver of Rights of Access/Revocation of Waiver	5 years from date of graduation or date of last enrollment	Destroy after receipt of signed approval from OPRA	Replaces S5-220
S5-840	Written consent to release information	5 years from date of graduation or date of last enrollment	Destroy after receipt of signed approval from OPRA	