

Fitchburg State University
Office of the Registrar

Policy: Records Retention and Disposal

The following retention schedule is the minimum retention period recommended by the Records Conservation Board of the Commonwealth of Massachusetts. This policy complies with institutional policy, as well as local and federal laws.

All retention periods listed are minimum standards; nothing prohibits us from retaining these records for longer periods of time.

Records may be maintained in any format (paper, electronic (Banner) or photographic), provided that a paper copy can be produced on demand. Please note that “In Banner” means the information is kept electronically.

<u>Records and Registration Data</u>	<u>Purpose</u>	<u>Retention Period</u>
Enrollment Statistics (Racial, ethnic, gender, program, etc.)	Document enrollment statistics for each academic semester.	Permanent (In Banner)
Social security certification	Verify social security numbers.	5 years after date of graduation or last attendance (in Banner)
Transfer credit evaluation	Document credit allowed for courses completed at other colleges.	5 years after date of graduation or last Attendance (in Banner)
Academic action authorization (dismissal, etc.)	Document academic actions relating to individual students.	5 years after date of graduation or last Attendance (in Banner)

Records and Registration Data

Purpose

Retention Period

Credit/no credit approval form

Document academic credit given or denied.

5 years after date of graduation or last attendance (paper)

Portfolio credit approval

Document academic credit given on the basis of formal portfolio review.

5 years after date of graduation or last Attendance (paper)

Commencement programs and graduation lists

Document names of graduates.

5 years after date of graduation or last attendance (names Banner programs on paper)

Class lists (original instructor grade sheets)

Document grades for each class/section.

Permanent in paper, image or electronic format (keep all paper prior 2002)

Curriculum change approvals

Document changes of academic majors.

5 years after date of graduation or last attendance (Banner)

Academic records (including narrative evaluations, competency assessments, etc.)

Document assessments relating to degree progress.

Permanent in paper, image or electronic format

Advanced placement records

Document advanced placement of students.

5 years after date of graduation or last attendance (Banner)

Records and Registration Data

Purpose

Retention Period

Application for graduation

Document student application for graduation.

1 year after date of Graduation (paper)

Application for readmission

Document former student requests for readmission.

5 years after date of graduation or last attendance (paper)

College catalogs

Record of course offerings and descriptions and academic programs offered.

Permanent (paper)

Add/drop forms

Document withdrawals and late admissions to courses.

1 year after date submitted (Banner if done on line Paper if done in person)

Class schedules – students

Document individual student class schedules.

1 year after date of issue (Banner and Web 4)

Registration forms

Document registration for courses.

1 year after submitted (on-line and paper)

Pass/fail requests (satisfactory/unsatisfactory requests)

Document requests to take courses on pass/fail (or S/U) basis.

1 year after date of graduation or last Attendance (Banner)

Name change authorizations

Document legal name changes of students.

5 years after date of graduation or last attendance (Banner)

Records and Registration Data

Purpose

Retention Period

Change of grade forms

Document grade changes.

Permanent (banner and Paper)

Schedule of classes (institutional) (course offerings)

Document course offerings for each academic semester/session (bulletin/.

Permanent (Banner – old Ones paper)

Hold or encumbrance authorizations

Document authorizations to hold grade reports and transcripts.

Until released by Encumbrance office (Banner)

Admissions data stored in the Registrar's Office

Student's file

5 years after date of graduation or last attendance (paper and Banner)

- Acceptance letter
- AP scores
- Application for admission
- Correspondence (relevant)
- Entrance exam reports (SAT, ACT, GRE)
- Placement scores
- Residency classification forms (P.O.R.)
- Student FERPA waiver for recommendations
- Transcripts (high school and other colleges)
- Personal data forms

Graduation authorizations

Document departmental authorization to graduate.

5 years after date of graduation or last attendance (registrar/banner)

Records and Registration Data

Purpose

Retention Period

International student forms and immigration records (I-20, F-1, etc.)

Document enrollment and visa status of foreign students.

5 years after date of graduation or last attendance (ISO office)

Withdrawal forms

Document withdrawals from college.

5 years after date of graduation or last attendance (banner)

Written decisions of hearing panels

Document decisions affecting Individual student enrollment.

Permanent (Housed in Student academic life)

Academic dismissal appeal records

Document requests from students for hearings on dismissals and results of appeals.

Permanent (Housed in Student academic life)

Enrollment verifications

Document external requests for verification of student enrollment.

1 year after verification (Paper)

FERPA information requests and disclosures

Document student requests for information about students and compliance with FERPA.

Life of requested record (banner)

Student requests for non-disclosure of directory information

Document student requests for non-disclosure of personal data.

Permanent (Banner)

Student statements on content of records regarding hearing panel decisions

Document student statements at hearings.

Permanent (Housed in Student and Academic Life)

Records and Registration Data

Purpose

Retention Period

Veterans Administration certifications

Document certification of veteran status.

5 years after date of graduation or last attendance (paper)

Waivers for rights of access

Document waivers for rights of access to student information.

Until terminated by the student or life of affected record (banner)

Student's written consent for records disclosure

Document permission given by students for disclosure of individual records.

Until terminated by the student or life of affected Record (Banner)

Student transcripts (includes name, address, phone number, date of birth, grades, course numbers, course titles, course credit, year of graduation or withdrawal)

To record data necessary to reflect essential academic history.

Permanent in paper, image or electronic format (paper and banner)

Student transcripts (master microfilm)

To record data necessary to reflect essential academic history.

Permanent (at off-site storage facility)

Student transcripts (duplicate microfilm)

To record data necessary to reflect essential academic history.

After use

Transcript request forms

Initiates transcript request process.

1 year after receipt (paper)

Records and Registration Data

Purpose

Retention Period

Student ethics agreement

Form signed by students informing them of policy of not accessing another student's database.

After graduation or date of last attendance (we do not have one)

Non-credit student transcripts

Academic record of student's non-credit courses.

1 year after date of issue (Banner)

Suspension lists

Lists of students suspended from program for academic or disciplinary reasons.

7 years after date of issue (Banner)

Master schedule files
- Status and course requisition report (final schedule)

Used to develop and document the course offerings for each semester, including time and location of classes.

Permanent in paper, image or electronic format (banner and paper)

Master schedule files
- Worksheets and change forms

Used to develop the course offerings for each semester, including time and location of classes.

1 year after schedule issued (paper)

Credit by examination program
- Institutional programs (petitions)

Documentation used to waive course requirements on the basis of faculty-prepared examinations.

1 year after waiver issued (Banner – CAPP)

Credit by examination program
- institutional programs (registration sheets)

Documentation used to waive course requirements on the basis of faculty-prepared examinations.

10 years after credit granted (Paper, Banner/CAPP)

Records and Registration Data

Purpose

Retention Period

Credit by examination program
- institutional programs (program assessments)

Documentation used to waive course requirements on the basis of faculty-prepared examinations.

10 years after credit granted (paper)

Grade statistics

Summary of student grades.

Permanent in paper, image or electronic format. (paper and Banner)

Directed/independent study program
- registration form
- contract
- syllabus/supporting papers
- faculty evaluation

Documentation of faculty-supervised independent study for cataloged course offerings.

1 year after date of graduation or 5 years after receipt, whichever is greater (paper)

Directed study program
- transcription form

Documentation of faculty-supervised independent study for cataloged course offerings.

10 years after course completion (paper)

Experience credit program
- student portfolio

Documentation used to award credit based on student's previously acquired skills or knowledge (via portfolio).

1 year after date of graduation or 5 years after receipt, whichever is greater (LECAP, paper)

Experience credit program
- summary sheets

Documentation used to award credit based on student's previously acquired skills or knowledge (via portfolio).

1 year after date of graduation or 5 years after receipt, whichever is greater (LECAP Paper)

Records and Registration Data

Purpose

Retention Period

Experience credit program
departmental files

Documentation used to award credit based
on student's previously acquired skills or
knowledge (via portfolio).

Permanent (Paper)

Degree statistics

Statistical reports of degrees awarded.

Permanent in paper, image or
electronic format. (paper and
Banner)

Attendance reports/records

Documentation used to report student
attendance in classes by semester for
Financial Aid eligibility.

7 years after attendance is
reported. (Banner)

Professional association files

Correspondence, memoranda with

After use (paper)

Budget files

- accounts
- reports
- contracts
- capital outlay
- DLI documentation

Working files for departmental
budget accountability.

3 years after end of fiscal
Year (paper)

Professional organization memberships

Correspondence with professional
organization in which department
members have institutional memberships.

Duration of membership
(paper)

Records and Registration Data

Annual reports from departments
and divisions

Purpose

Internal annual documentation of
accomplishments and activities.

Retention Period

3 years after submitted
(electronic and paper)

June, 2010