

**Mid-Atlantic Christian University  
Academic Affairs #10**

SUBJECT: Retention and Disposal of Records for Applicants Who Enroll

DATE: 2005

REVISED: 2005, 2009

NEXT SCHEDULED REVIEW: This policy will be reviewed by the Registrar in February of odd numbered years.

APPROVED BY BOARD OF TRUSTEES: May 2015

Policy for: Academic Affairs, Mid-Atlantic Christian University  
Procedure for: Registrar, Mid-Atlantic Christian University  
Authorized by: VPAA, Mid-Atlantic Christian University  
Issued by: Board of Trustees

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I. Purpose

- (1) Necessary documents are properly protected and maintained.
- (2) Records no longer needed are disposed of properly.

II. Policy

RETENTION SCHEDULE B

Location of Records Held: Registrar's Office  
Heritage Hall Academic Affairs Suite

Authorized Access: Admissions Personnel  
Application Review Committee  
Academic Affairs Administrative Offices  
Vice President for Student Life  
University Counselor

<u>Documents</u>	<u>Recommended Minimal Retention Time</u>	<u>Disposal [manner/date]</u>
Immunization History	6 yrs after enrollment	July, destroy
Personal Health History	6 yrs after enrollment	July, destroy

Notes:

1. The retention periods recommended above are based on the following:
  - a. all permanent forms/information are maintained in the student's folders.
  - b. non-permanent forms are maintained in their own folders; uniform retention periods allow for the destruction of the entire folder which saves considerable sorting.
2. Records managers should be cognizant of the Educational Amendments of 1976, Student Consumer Information, and the legal implications for records retention.

Some documents from institutions in 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 rather than destroy them.

*Notes and suggested schedules adopted from "Retention of Records: A Guide for Retention and Disposal of Student Records," American Association of Collegiate Registrars and Admissions Officers, 2000.*

III. Procedures

Monitored and implemented by the Registrar's Office

IV. Published:

V. Reason for Revision:

VI. Appendices: None