

**Mid-Atlantic Christian University
Academic Affairs Policy #12**

SUBJECT: Retention and disposal of records for applicants who enroll

DATE: May 30, 1995

REVISED: September 26, 2005

NEXT SCHEDULED REVIEW: odd-number years in February

APPROVED BY BOARD OF TRUSTEES: May 2015

Policy for: Registrar's Office

Procedure for: Registrar's Office

Authorized by: VP Academic Affairs

Issued by: Board of Trustees

I. Purpose

This policy statement addresses "Standard 12.5 Student Records" of the Southern Association of Colleges and Schools Commission on Colleges, *Principles of Accreditation* (2018 edition).

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>
Acceptance letters	permanent	NA
<u>Advanced Placement records</u>	"	"
Applications for admission or readmission	"	"

Correspondence, relevant	"	"
Entrance examination reports [SAT, ACT]	"	"
Placement Scores	"	"
Letters of Recommendation Reference forms	until admitted (see note 2) until admitted	term beginning, destroy " term beginning, destroy
Immunization History	6 yrs after enrollment	July, destroy
Student waivers for rights of access to see recommendations	until terminated (see note 2)	July, destroy
Transcripts: high school & other colleges	permanent	
International Students: All pertinent records relating to passport, I-20, I-94, employment, eligibility status,	permanent	

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. FERPA states that letters of recommendation [reference forms] not accompanied by waivers and retained beyond their original use may be viewed by the student. Therefore it is recommended that these letters be destroyed after admission of the student. Waivers of rights of access filed with letters of recommendations [reference forms] should be retained as long as the file is retained. Students who revoke their waivers of rights of access may not see letters of recommendations submitted during the time the waivers were in force.

3. VA regulations state that the following student records must be retained for at least three years after termination of enrollment:
 - a. Previous education or training [transcripts from other colleges.
 - b. Evidence of formal admission [acceptance letters]. The regulations state that longer retention will not be required unless a written request is received from the General Accounting Office or the VA no later than 30 days prior to the end of the three-year period.

4. Educational institutions which participate in federal, state, and private programs of low-interest loans to students must retain student records of admission and placement for five years after graduation or withdrawal. In the event of an open audit, records must be retained until all questions are resolved.
5. 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 (with these exceptions: personal health history (Student Life) admissions materials (Admissions)).

III. Procedure

The Registrar's Office will set appropriate reminders in the operations calendar to manage record retention.

IV. Published: Policy Manual

V. Reason for Revision

VI. Appendices