

## Mid-Atlantic Christian University Academic Affairs #11

SUBJECT: Retention and Disposal of Publications, Statistical Data/Documents, and Institutional Reports

DATE: 2005, 2009, 2013

REVISED: 2005, February 2020

NEXT SCHEDULED REVIEW: This policy will be reviewed by the registrar biennially, in February of odd-numbered years. (February 2021)

APPROVED BY BOARD OF TRUSTEES: May 2020

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

This policy statement addresses “Standard 12.5 Student Records” and “Standard 10.3 Archived Information” of the Southern Association of Colleges and Schools Commission on Colleges, *Principles of Accreditation* (2018 edition).

### II. Policy

#### **RETENTION SCHEDULE E**

Publications, Statistical Data/Documents, and Institutional Reports

Location of Records Held: Academic Affairs Offices  
President's Office  
Office of Institutional Research

Authorized Access: President's Office personnel  
Academic Affairs personnel

<u>Documents</u>	<u>Retention Time</u>	<u>Disposal [manner/date]</u>
Catalogs	permanent	NA
Commencement program	permanent	NA
Degree statistics	permanent	NA
Enrollment statistics	permanent	NA

Grade statistics	permanent	NA
Racial/ethnic statistics	permanent	NA
Schedule of classes [institutional]	permanent	NA

Notes:

1. Any record recommended for permanent retention should be scanned into Radix portal to be held electronically in the cloud for security even if the originals are retained.
2. The IRS requires that private schools maintain records reflecting the racial composition of the student body, faculty, and administrative staff for each academic year, and retain such records for a period of three years beginning with the year after compilation or acquisition.
3. Section 504 of the Rehabilitation Act of 1973 requires that institutions maintain the necessary information and accurate compliance reports in such form that the determination of whether or not an institution is in compliance could be easily ascertained. In addition, racial and ethnic data are required to show the extent to which members of minority groups are beneficiaries of and participants in federally assisted programs. There is no time limit specified in the law.

*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. Procedure

Monitored and implemented by the Registrar's Office.

IV. Published: Policy Manual

V. Reason for Revision:

VI. Appendices: None