

Mid-Atlantic Christian University Academic Affairs Policy #13

SUBJECT: Retention and disposal of registration and records data/documents

DATE: May 30, 1995

REVISED: February 1, 2019

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 C

Registration and Records Data/Documents

Location of Records Held: Registrar's Office
Office of Vice President for Academic Affairs

Authorized Access: Academic Personnel
Vice President for Student Services

<u>Documents</u>	<u>Recommended Minimal Retention Time</u>	<u>Disposal [manner/date]</u>
Academic action authorizations [dismissal, etc.]	6 yrs from entry	shred, June
Academic records [including narrative evaluations, competency assessments, etc.]	permanent	NA
Changes of course [drop/add]	4 yr after submitted	shred, June

Change of grade forms	permanent	NA
Class lists [original, semester grade sheets]	permanent	NA
Correspondence, relevant	6 yrs from entry	shred, June
Course withdrawal permission [petition]	6 yrs from entry	shred, June
Credit by examination scores	permanent	NA
Degree audit records	permanent	NA
FERPA documents	see note 3	NA
Grade reports [registrar's copies]	permanent	NA
Graduation lists	permanent	NA
Graduation applications/ authorizations	6 yrs from graduation	shred, June
Hold or encumbrance authorizations	Until released	shred
Transcript requests [student]	3 yrs after date submitted	shred, June
Transfer credit evaluations	permanent	NA
College Withdrawal authorizations	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. FERPA specifically requires institutions to maintain records of requests and disclosure personally identifiable information except for defined 'directory information' and requests from students for their own records. The records of disclosures and requests for disclosures are considered part of the students' education records; therefore, they must be retained as long as the education records to which they refer are retained by the institution. see schedule F

3. The VA regulations state that the following records must be retained for at least 3 yrs after termination of enrollment:
 - a. Grade reports and/or statements of progress
 - b. Change of course forms
 - c. Transfer credit evaluations
 - d. Degree audit records

VA regulations require that all advertising, sales, and enrollment materials [e.g., catalogs] used by or on behalf of the institution be retained three years after the termination of a veteran's enrollment. In addition, records of tuition and fees charged to and collected from students, grade reports and statements of progress [academic records], and previous education and training documents [transfer credit evaluations] be retained for three years.
4. The IRS requires that private schools retain copies of all admission scholarship brochures, catalogs, and advertising materials for a period of three years beginning with the year after compilation or acquisition.
5. No recommended retention period is given for disciplinary action documents, except that they be retained while in force in a file separate from the student's academic record.

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