

**Mid-Atlantic Christian University
Academic Affairs Policy #14**

SUBJECT: Retention and disposal of certification data/documents

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 D

Certification Data/Documents

Location of Records Held: Registrar's Office

Authorized Access: Business Office personnel
VA Certification Officer/Registrar

<u>Documents</u>	<u>Recommended Minimal Retention Time</u>	<u>Disposal [manner/date]</u>
Enrollment verifications	3 yrs after verification	shred in August
Veterans Admin Certifications	3 yrs after grad or last attend date.	shred in Sept.

Notes:

1. The recommended three-year retention periods noted in the above schedule should begin with

the date of graduation or the date, term or semester and year of last attendance.

2. The IRS requires that private schools maintain records of scholarship and of other financial assistance to indicate that the awards were made on a racially non-discriminatory basis and that such records be retained for a period of three years beginning with the year after compilation or acquisition.
3. The VA requires that all records and computations showing compliance with the requirements of the VA Regulation No. 14201 [the 85-15 percent ratio of non-veteran/veteran students for each course] be retained for at least three years. Longer retention will not be required unless a written request is received from the VA not later than 30 days prior to the end of the three year period.

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