

## Mid-Atlantic Christian University Student Life #2

SUBJECT: RETENTION AND DISPOSAL OF REGISTRATION AND RECORDS DATA/DOCUMENTS

DATE: 2005

REVIEWED: April 2020

NEXT SCHEDULED REVIEW: This policy will be reviewed by the Vice President for Student Life biennially in February of odd number of years. February 2021.

APPROVED BY BOARD OF TRUSTEES: October 18, 2013

Policy for: Student Life Division, Mid-Atlantic Christian University

Procedure for: Vice President for Student Life, Mid-Atlantic Christian University

Authorized by: Vice President for Student Life, Mid-Atlantic Christian University

Issued by: Board of Trustees

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### I. Purpose

- (1) To ensure the necessary documents are protected and maintained
- (2) To ensure that records no longer needed are disposed of at the appropriate time

### II. Policy

#### RETENTION SCHEDULE C

#### Registration and Records Data/Documents

Location of Records Held: Office of Vice President for Student Life

Authorized Access: Vice President for Student Life

<u>Documents</u>	<u>Retention Time</u>	<u>Disposal [manner/date]</u>
Disciplinary action documents	permanent (see note)	NA

*Note:* 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.*

III. Procedure

Disciplinary Actions are kept electronically in the Student Life Office for review as necessary.

IV. Published: Policy Manual

V. Reason for Revision:

VI. Appendices: None