Note: P=Permanent

Office of the Registrar

Record Series	Total Retention Period	Archives	Notes
Academic Records			
[Student] Permanent Record Files, 1945+	Permanently	Yes	Electronic since 1979
Central Y Transcripts, prior to 1945	Permanently	Yes	
Weekly enrollment reports	2 years	Yes	
Graduation Lists	Permanently	Yes	
Admissions Data for Non-enrolling Students	Admission+3 years	N/A	Med.files separate/secure
Acceptance letters			
Advanced placement record			
Relevant correspondence			
Entrance exam reports/test scores			
Letters of recommendation			
Military documents			
Placement test scores/reports			
Readmission forms, recruitment materials			
Transcripts from other schools			Return orig.to Int'l Students
Admissions Data for Enrolling Students	Graduation/termination+5 years	N/A	Med.files separate/secure
Acceptance letters			
Advanced placement records			
Relevant correspondence			
Entrance exam reports/test scores			
Letters of recommendation			Destroy after admission
Military documents			
Placement test scores/reports			
Readmission forms recruitment materials			
Other Test scores			
Transcripts from other schools			Return trans.to int'l.studs.
Medical Records			
Medical records with Admissions Data for non-enrolling students	Term of application+2 years	N/A	Med.files separate/secure
Medical records with Admissions Data for enrolling students	Graduation/termination+5 years	N/A	Med.files separate/secure
International Student Records			
International Student documents for enrolling students	Students on Student Visas: retain in office permanently	N/A	
International Student documents for enrolling students	Students on Exchange Visitor Visas: graduation/termination+3 years	N/A	
Copy of employment authorization			
Copy of alien registration receipt card			
I-20 certificate of eligibility for F1 Visa status			
Passport statement of educational costs			
Statement of financial responsibility			
Registration and Attendance/Academic Progress Records	Retain in office permanently	N/A	
Academic records			
Academic records, including narrative evaluations, competency assessments, etc.			
Change of grade forms			
Class lists			
Original grade rosters			
Graduation list			
Major File Documents	Graduation/termination+5 years	N/A	
Degree plan			
Academic action authorizations			
Advanced placement and other placement tests			
Application for admission			
Admission letter			
Relevant correspondence credit by examination reports/scores			
Curriculum change authorizations			
Degree audit records			
Foreign/international student forms			
Graduation authorizations			
Military documents			
Name change authorizations			
Transfer credit evaluations			
Minor File Documents	Graduation/termination+ 1 year	N/A	
Application for graduation			
Personal data information forms			

Record Series	Total Retention Period	Archives	Notes
Other academic/course information	1 year after date submitted	N/A	
Audit authorizations			
Drop/add records			
Credit/no credit approvals (audit, pass/fail)			
Pass/fail requests grade reports			
Course selection/approval forms			
Other Documents	Graduation/termination+5 years		
Disciplinary Action Documents	N/A, in Student Services	N/A	
Financial Aid Documents	Audit accepted by US Dept of Ed+3 years	N/A	
Withdrawal Authorizations	Graduation/termination+5 years	N/A	
Office of Civil Rights Complaints	Resolution+3 years	N/A	