# University of Alaska
## Student Records Retention Schedule

| Vital | Record Title | Minimal Retention Time | Custodian/Location (Dependent on MAU) | Description/Details |
|---|---|---|---|---|
| | **ADMISSIONS/RECORDS/REGISTRAR DOCUMENTS** | | | * All Admission documentation for students who do not enroll should be kept for only 1 year after application term |
| | Academic Action Authorizations (dismissal) | 5 years after graduation or date of last attendance | Registrar's Office | |
| * | Academic Records (including narrative evaluations, competency assignments, etc.) | Permanent | Registrar's Office | |
| | Acceptance Letters | 5 years after graduation or date of last attendance | Admissions Office or designee | see note 1, 3 |
| * | Advanced Placement and Other Placement Test scores | 5 years after graduation or date of last attendance | Registrar's Office | |
| | Advancement to Candidacy Forms | 80 years | Registrar's Office | see note 8 |
| | Applications for admission/readmission | 5 years after graduation or date of last attendance | Admissions Office | see note 1 |
| * | Applications for Graduation | 1 year after graduation | Registrar's Office | |
| | Audit Authorizations | 1 year after submission | Registrar's Office | |
| | Catalogs | Permanent | Registrar's Office | see note 6 |
| * | Change of Course (add/drops) | 1 year after submission | Registrar's Office | see note 3 |
| * | Change of Grades | Permanent | Registrar's Office | see note 3 |
| * | Change of Major | 5 years after graduation or date of last attendance | Registrar's Office | |
| | Class Lists (original grade sheets) | Permanent | Registrar's Office | |
| | Class Schedules (students) | 1 year after graduation | Registrar's Office | |
| | Commencement Program | Permanent | Registrar's Office | see note 6 |
| | Correspondence, relevant | 5 years after graduation or date of last attendance | Designee | see note 1 |
| * | Credit by examination reports/scores (e.g., Advanced Placement, CLEP, PEP) | 80 years | Registrar's Office | see note 8 |
| | Credit/no credit approval (audit, pass/fail, etc.) | 1 year after graduation or date of last attendance | Registrar's Office | |
| * | Curriculum change authorizations | 5 years after graduation or date of last attendance | Registrar's Office | |
| * | Degree audit records | 5 years after graduation or date of last attendance | Registrar's Office | see note 3 |
| * | Degree Revocation/Dismissal | 80 years | Registrar's Office | see note 8 |
| | Degree Statistics | Permanent | Institutional Research | see note 6 |
| | EMAS Communication Plans | 3 years after superceded | Admissions Office | |
| | Enrollment Statistics | Permanent | Institutional Research | see note 6 |
| | Enrollment Verifications | 1 year after verification | Registrar's Office | |
| | Entrance examination reports/test scores (e.g., ACT, SAT, LSAT, MCAT, GRE) | 5 years after graduation or date of last attendance | Admissions Office | see note 1 |
| | Fee Assessment Forms | 5 years after graduation or date of last attendance | Registrar's Office or designee | |
| * | FERPA - Requests for formal hearing | 80 years | Registrar's Office | see note 7, 8 |
| | FERPA - Requests for non-disclosure of information | Permanent or until terminated | Registrar's Office | see note 7 |
| | FERPA - Requests/Disclosures of personally identifiable information | 80 years | Registrar's Office | see note 7, 8 |
| | FERPA - Student statement of record content | 80 years | Registrar's Office | see note 7, 8 |
| * | FERPA - Student's written consent for records disclosure | 80 years | Registrar's Office | see note 7, 8 |
| * | FERPA - Waiver for rights of access | Permanent or until terminated | Registrar's Office | see note 7 |
| * | FERPA - Written decisions of hearing panels | 80 years | Registrar's Office | see note 7, 8 |
| * | FERPA related documents | 80 years | Registrar's Office | see note 7 '* Retain FERPA related documents for the life of record the document is related to |
| | Foreign/Intl. student forms (I-20s) | 80 years | Intl. Programs or designee | |
| | Grade Reports (Registrar Copies) | Permanent | Registrar's Office | see note 3 |
| | Grade Statistics | Permanent | Registrar's Office or designee | see note 6 |
| * | Graduation Authorizations/Graduation Requirements Report | 5 years after graduation or date of last attendance | Registrar's Office | |
| | Graduation Lists | Permanent | Registrar's Office | |
| | Graduation Notice of Completion | 80 years | Registrar's Office | see note 8 |
| | Hold or Encumbrance Authorizations | Until Released | Registrar's Office | |
| | ISIS - Class Schedule Report | Permanent | Institutional Research | |
| | ISIS - Opening & Closing Status Report | Permanent | Institutional Research | |
| | Letters of recommendation | Until Admitted | Admissions Office | see note 2 '* documents kept beyond useful life may be viewed by students |
| | Medical Records, Admission Related | 5 years after graduation or date of last attendance | Admissions Office | see note 1 |
| | Military Documents, Admission Related | 5 years after graduation or date of last attendance | Admissions Office | see note 1 |
| | Military Transfer Credit (DD 214) | Permanent | Registrar's Office | |
| * | Name/SSN Change Authorizations | Permanent | Registrar's Office | |
| | Other test scores | 5 years after graduation or date of last attendance | Admissions Office | see note 1 |
| | Pass/Fail Requests | 1 year after submission | Registrar's Office | |

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| | Personal Data Information Forms | 1 year after graduation | Registrar's Office | |
| * | Petitions | Permanent | Registrar's Office | |
| | Placement tests records/scores | 5 years after graduation or date of last attendance | Admissions Office | see note 1 |
| | Race/ethnicity Statistics | Permanent | Institutional Research | see note 6 |
| | Recruitment materials | May dispose of materials after enrollment | Admissions Office or designee | see note 3 |
| | Registration Forms | 80 years | Registrar's Office | AACRAO requires this document be held minimally for 1 year after graduation, see note 8 |
| | Requests for formal hearings | 80 years | Registrar's Office | see note 8 |
| | Requests for non-disclosure of personal info | 80 years | Registrar's Office | see note 8 |
| | Residency application/classification forms | 5 years after graduation or date of last attendance | Registrar's Office | see note 1 |
| | Schedule of Classes (institutional) | Permanent | Registrar's Office | see note 6 |
| | Secondary School Enrollment Record | 1 year after graduation/1 year after submission | Registrar's Office | |
| | Student statements on content of records regarding hearing panel decisions | 80 years | Registrar's Office | see note 8 |
| | Student's written consent for records disclosure | 80 years | Registrar's Office | see note 8 |
| | Subpoenas - requesting release of information | Permanent | Registrar's Office | |
| | Transcripts-other colleges | 5 years after graduation or date of last attendance | Admissions Office or designee | see note 1, 3, 4 |
| | Transcripts-high school | 5 years after graduation or date of last attendance | Admissions Office | see note 1, 4 |
| * | Transcripts (Inst. and other colleges) | Permanent | Registrar's Office | |
| | Transcript Requests | 1 year after submission | Registrar's Office | |
| | Transfer credit evaluations | 5 years after graduation or date of last attendance | Admissions Office or designee | see note 1, 3 |
| | Tuition and Fee Changes | 5 years after graduation or date of last attendance | Institutional Research | |
| | VA Related Documents | 80 years | Registrar's Office or designee | see note 3 VA requires all records and computations showing compliance with the requirements of the VA Regulation No. 14201 be retained for three years. |
| | Waivers for rights of access to see letters of recommendation for admission | 1 year after submission | Admissions Office | see note 2 FERPA permits access to letters of recommendation not accompanied by waivers and retained beyond |
| | Withdrawal authorizations | 2 years after graduation or date of last attendance | Registrar's Office | |
| * | Written decisions of hearing panels | 80 years | Registrar's Office | |
| | | | | |
| | **FINANCIAL AID DOCUMENTS** | | | |
| | Financial aid documents (see Related Schedule H-Federal Aid Record Requirements) | 3 years after annual audit has been accepted by the Department of Education | | |
| | Accrediting and licensing agency review/rpts | 3 years from award year | Financial Aid Office | |
| | Application data submitted to DOE by school on behalf of students | 3 years from award year | Financial Aid Office | SFA see note 5 |
| | Audit and review reports | 3 years from award year | Financial Aid Office | |
| | Bank statements for accounts containing funds | 3 years from award year | Financial Aid Office | |
| | Cost of attendance information | 3 years from award year | Institutional Research | SFA see note 5 |
| | Data used to establish student's admission, enrollment status and period of enrollment | 3 years from award year | Financial Aid Office | SFA see note 5 |
| | Date and amount of disbursements | 3 years from award year | Financial Aid Office | |
| | Documentation of all professional judgement decisions | 3 years from award year | Financial Aid Office | SFA see note 5 |
| | Documentation of campus-based aid | 3 years from award year | Financial Aid Office | |
| | Documentation of each student's or parent borrower's eligibility for SFA funds | 3 years from award year | Financial Aid Office | SFA see note 5 |
| | Documentation of entrance or exit loan counseling | 3 years from award year | Financial Aid Office | SFA see note 5 |
| | Documentation of Pell grant | 3 years from award year | Financial Aid Office | |
| | Documentation of student's eligibility | 3 years from award year | Financial Aid Office | |
| | Documentation of student's program of study and courses enrolled in | 3 years from award year | Financial Aid Office | |
| | Documentation related to receipt of aid/SFA program Funds | 3 years from award year | Financial Aid Office | SFA see note 5 |
| | Documentation supporting the school's calculation of its completion/graduation/transfer-out rate | 3 years from award year | Institutional Research | SFA see note 5 |
| | Documents used to verify applicants data | 3 years from award year | Financial Aid Office | SFA see note 5 |
| | Federal work study payroll records | 3 years from award year | Financial Aid Office | |
| | FFEL & Direct Loans eligibility & Participation | 3 years from date of last attendance | Financial Aid Office | SFA Section 682.610 see note 5 |
| | Fiscal Operations Report (FISAP) | 3 years from end of award year in which funds awarded | Financial Aid Office | SFA see note 5 |
| | General Records | 3 years from award year | Financial Aid Office | |
| | Ledgers identifying financial aid transactions | 3 years from award year | Financial Aid Office or MAU Designee | |
| | Medical Records, Financial Aid related | 1 year after graduation or date of last attendance | Financial Aid Office | |
| | Military Documents, Financial Aid related | 5 years after graduation or date of last attendance | Financial Aid Office | |
| | Program Particpation Agreement/MOUs | 3 years from award year | Financial Aid Office or MAU Designee | |
| | Records of program transactions | 3 years from award year | Financial Aid Office | |

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|---|---|---|---|---|
| | Records of student accounts | 3 years from award year | Financial Aid Office | |
| | Records related to financial responsibility | 3 years from award year | Financial Aid Office or MAU Designee | |
| | Records supporting - Accrediting and licensing agency reports | 3 years from award year | Financial Aid Office | |
| | Records supporting - Audit reports and school responses | 3 years from award year | Financial Aid Office | |
| | Records supporting - Pell grant statement of accounts | 3 years from award year | Financial Aid Office | |
| | Records supporting - Program reconciliation reports | 3 years from award year | Financial Aid Office | |
| | Records supporting data on required reports: | 3 years from award year | Financial Aid Office | |
| | Satisfactory Academic Progress Documents | 3 years from award year | Financial Aid Office | SFA see note 5 |
| | Self-evaluation reports | 3 years from award year | Financial Aid Office | |
| | State Agency reports | 3 years from award year | Financial Aid Office | |
| | Student aid report (by student) to determine eligibility | 3 years from award year | Financial Aid Office | SFA see note 5 |
| | Student Records | 3 years from award year | Financial Aid Office | |
| | Transfer students - Financial Aid history information | 3 years from award year | Financial Aid Office | SFA see note 5 |

**Notes:**

[1] Educational institutions which participate in federal, state and private programs of low-interest loans to students must retain student records of admission and placement for five years after graduation or withdrawal. In the event of an open audit, records must be retained until all questions are resolved.

[2] FERPA states that letters of recommendation not accompanied by waivers and retained beyond their intended use may be viewed by the student.

[3] VA regulations state that these records be retained for at least 3 years after termination of enrollment. All VA recruitment material must also be retained for 3 years after terminiation of enrollment.

[4] Some documents from institutions in other countries may be originals and therefore difficult or impossible for the applicant to replace. The records custodian may want to return these documents to the applicant rather than destroy them.

[5] SFA - Federal Student Financial Aid (SFA) Record Retention Requirements - The statutory requirements of the 1998 HEA amendments and Student Assistance General Provision, Final Rule (Nov. 1999) require Title IV institutions to maintain and retain records developed in compliance with the Campus Crime, Student Right-to-Know and Athletic Participation/EADA disclosure requirements. The record must generally be retained for 3 years subsequent to the required date of disclosure

[6] 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 and participants in federally assisted programs. There is not time limit specified in the law.

[7] FERPA specifically requires institutions to maintain records of requests and disclosures of 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' educational records; therefore, they must be retained as long as the education records to which they refer are retained by the institution

[8] University archivist recommends maintaining these records for 80 years (in theory - the life of the student)

**Guidelines:**

1. * These records will typically become part of a student's permanent academic record and have been defined as "vital.'
2. VA regulations state that these records be retained for at 3 years after termination of enrollment. All VA recruitment material must be retained for three years.
3. Immigration and Naturalization Service states that the school must keep a record used to comply with the reporting requirements for at least one year. Since many items included in foreign students are to retained for at least five years, it is recommended that INS documentation also be retained for five years. UA will keep foreigh students' records for 5 years after graduation or date of last attendance.
4. Although student records created and maintained by medical and dental schools are usually narrative assessments of academic progress or clinical practice, for purposes of this schedule, such records are in the same category as the academic record.
5. Any record recommended for permanent retention should be microfilmed or digitized for security and retained in an off-site location. A minimum of two mediums expected.
6. Regardless of format used to keep a record, all record information must be retrievable in a coherent hard copy format
7. Any document that contains a seal, signature, certification or any other image or mark required to validate the authenticity of its information must be maintained in its original hard copy or in image format (SFA requirement).
8. Any federal or state statute or regulation that specifies a longer retention period for any record, the statute or regulation supersedes this schedule.
9. A university record may not be destroyed if any litigation, claim, negotiation, audit, public records request, administrative review or other action involving the record is initiated prior to the expiration of the retention period until the completion of the action.
10. A uniform retention schedule and periods allow for the destruction of the entire folder which will save considerable sorting.

**Terms:**

AACRAO = American Association of Collegiate Registrars and Admissions Officers
FERPA = Family Educational Rights and Privacy Act (1974)
IASA = Improving America's School Act (1994)
SFA = General Education Provision Act provides regulations on maintaining records related to participation in Student Financial Aid
VA - Veterans Administratin