

**University of Alaska Registrar Records Retention/OnBase Document Type and Disposition Schedule**

**Retention Periods are Expressed in Years Unless Otherwise Noted**

**Effective Date August 6, 2013**

<b>Item No.</b>	<b>Record Series or Title</b>	<b>OnBase Document Type</b>	<b>Media of Origin</b>	<b>Minimum Retention Time</b>	<b>Custodian Location</b>	<b>Disposition Information Lifecycle</b>	<b>References/Citations/Description/Best Business Practices/Details/Compliance/Retain as paper/electronic/digital/microfilm/</b>
1	<b>Enrollment Records</b> May include the following: [Change of Course (add/drops), Registration Forms, Withdrawal authorization, and Secondary School Enrollment Record]	RO Withdrawal (Late) RO Withdrawal (Total) RO Add/Drop RO Class Schedule Form RO Course Time Conflict RO Credit-No-Credit Form RO Faculty Drop/Withdraw RO Proxy Registration Form RO Registration RO Request for Credit Overload RO Secondary School Signature RO Special Permissions Form	Both	18 months from document creation	Registrar OnBase Systems	Destroy/Delete 18months from document creation (Purge from ECM system) Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment after scanned into ECM System.	Based on AACRAO Guide for Retention & Disposition of Student Records (2010).  University of Alaska Student Enrollment Services Best Practices.  Family Educational Rights and Privacy Act (FERPA).  Alaska Statute 45.48
2	<b>Applications for Admission / Readmission</b>	RO Admission Document RO Request (Ahead) RO TOEFL Score RO Transcript (High School)	Both	Not Enrolled - one year retention after application date/Enrolled-Admitted 5 years after graduation or non attendance	Registrar OnBase Systems	Destroy/Delete Not enrolled one year after receiving application/Enrolled admitted 5 years after graduation or 5 years after date of last attendance. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment after scanned into ECM System.	Based on AACRAO Guide for Retention & Disposition of Student Records (2010).  University of Alaska Student Enrollment Services Best Practices.  Family Educational Rights and Privacy Act (FERPA).  Alaska Statute 45.48

**University of Alaska Registrar Records Retention/OnBase Document Type and Disposition Schedule**

**Retention Periods are Expressed in Years Unless Otherwise Noted**

**Effective Date August 6, 2013**

3	<b>Admissions Letters</b>	RO Admissions Cert RO Letter of Acceptance RO Letter of Denial RO Postpone/Update Form RO Reinstatement Form	Electronic	Enrolled - 5 years after last attendance/ Graduation	Registrar OnBase Systems	Destroy/Delete 5 years from date of student last attendance or graduation (Purge from ECM system) Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment after scanned into ECM System.	Based on AACRAO Guide for Retention & Disposition of Student Records (2010).  University of Alaska Student Enrollment Services Best Practices.
4	<b>Transcript and Transfer Credit</b> May include the following: [Credit by Examination, Transcript-Other Colleges, Transcripts (Inst. And other colleges), Transfer credit Evaluation]	RO Transfer Equiv WS RO Transfer Credit Support Docs RO Transfer Credit Comment RO Transcript (College) RO Transcript (military) RO Transcript (Other) RO Test Scores Misc. RO Test Scores RO SOC Agreement RO AP/CEEB/IB Score RO Bonus Award RO CLEP Score RO Credit by Exam/Library Skills Exam RO DANTES Score RO Diploma Intl RO GED Score RO Incoming Military Eval Request RO Intl Evaluation of Credits (College) RO Intl Evaluation of Credits (High School) RO Language Adv Placement Request RO Non-Trad Credit Request RO Notice of Non-Transfer RO Prior Learning Portfolio RO Request (ENGL 111)	Both	Enrolled - 7 years after last attendance/ Graduation	Registrar OnBase Systems	Destroy/Delete 7 years from date of student's last attendance or graduation (Purge from ECM system) Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment after scanned into ECM System.	Based on AACRAO Guide for Retention & Disposition of Student Records (2010).  University of Alaska Student Enrollment Services Best Practices.  Family Educational Rights and Privacy Act (FERPA).  Alaska Statute 45.48

**University of Alaska Registrar Records Retention/OnBase Document Type and Disposition Schedule**

**Retention Periods are Expressed in Years Unless Otherwise Noted**

**Effective Date August 6, 2013**

5	<b>Academic Decision</b> May include the following: [Academic Action Authorization, Requests For Formal Hearings, Student statements on content of records regarding hearing panel decisions, Transcript High School, Written decisions of hearing panels]	RO Appeal of Academic Decision/Actions RO Communication (Confidential) RO GED Score	Both	80 years	Registrar OnBase Systems	Destroy/Delete 80 years after stored into ECM System. (Purge from ECM system) Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment after scanned into ECM System.	Based on AACRAO Guide for Retention & Disposition of Student Records (2010).  University of Alaska Student Enrollment Services Best Practices.
6	<b>Fresh Start</b>	RO Application (Fresh Start) RO Request (Fresh Start)	Paper	80 years	Registrar OnBase Systems	Destroy/Delete 80 years after stored into ECM System. (Purge from ECM system) Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment after scanned into ECM System.	Based on AACRAO Guide for Retention & Disposition of Student Records (2010).  University of Alaska Student Enrollment Services Best Practices.  Family Educational Rights and Privacy Act (FERPA).  Alaska Statute 45.48
7	<b>Application for Admissions</b>	RO Application (UG) RO ARF RO ATB Letter RO Citizenship Doc RO GARF	Both	Enrolled - 5 years after last attendance/ Graduation	Registrar OnBase Systems	Destroy/Delete 5 years from date of student last attendance or graduation (Purge from ECM system) Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment.	Based on AACRAO Guide for Retention & Disposition of Student Records (2010).  University of Alaska Student Enrollment Services Best Practices.  Family Educational Rights and Privacy Act (FERPA).  Alaska Statute 45.48

**University of Alaska Registrar Records Retention/OnBase Document Type and Disposition Schedule**

**Retention Periods are Expressed in Years Unless Otherwise Noted**

**Effective Date August 6, 2013**

8	<b>Graduation Application</b>	RO Application (Graduation)	Both	18 months after submissions	Registrar OnBase Systems	Destroy/Delete after 18 month from date of submission (Purge from ECM System) Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment after scanned into ECM System.	Based on AACRAO Guide for Retention & Disposition of Student Records (2010).  University of Alaska Student Enrollment Services Best Practices.  Family Educational Rights and Privacy Act (FERPA).  Alaska Statute 45.48
9	<b>Residency Application</b>	RO Application (Residency) RO Residency RO Residency Supporting Doc	Paper	Retain enrolled students - 5 years after last attendance.	Registrar OnBase Systems	Destroy/Delete 5 years from date of student last attendance or graduation (Purge from ECM system) Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment.	Based on AACRAO Guide for Retention & Disposition of Student Records (2010).  University of Alaska Student Enrollment Services Best Practices.  Family Educational Rights and Privacy Act (FERPA).  Alaska Statute 45.48
10	<b>Archived File</b>	RO Archived File	Both	80 years	Registrar OnBase Systems	Destroy/Delete 80 years from date of student last attendance or graduation (Purge from ECM system) Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment after scanned into ECM System.	University of Alaska Student Enrollment Services Best Practices.

**University of Alaska Registrar Records Retention/OnBase Document Type and Disposition Schedule**

**Retention Periods are Expressed in Years Unless Otherwise Noted**

**Effective Date August 6, 2013**

11	<b>Degree Audit Records</b> include the following: [Degree Audit Records, Graduation Authorization/ Graduation Requirements Report, Graduation Notice of Completion]	May RO Audit Ltr RO Degree Audit RO Degree Audit Request RO Degree Check Sheet	Both	5 years after last attendance	Registrar OnBase Systems	Destroy/Delete 5 years from date of student last attendance or graduation (Purge from ECM system) Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment after scanned into ECM System.	Based on AACRAO Guide for Retention & Disposition of Student Records (2010).  University of Alaska Student Enrollment Services Best Practices.
12	<b>Catalogs</b>	RO Blanket Petition RO Catalog Program Changes RO Selected Topic Form RO Special Topics	Both	Permanent	Registrar OnBase Systems	Permanent	Based on AACRAO Guide for Retention & Disposition of Student Records (2010).  University of Alaska Student Enrollment Services Best Practices.
13	<b>Change Form</b>	RO Change Form	Both	80 years	Registrar OnBase Systems	Destroy/Delete 80 years from date of student last attendance or graduation (Purge from ECM system) Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment after scanned into ECM System.	University of Alaska Student Enrollment Services Best Practices.
14	<b>Change of Grade</b>	RO Change of Grade	Paper	80 years	Registrar OnBase Systems	Destroy/Delete 80 years from date of student last attendance or graduation (Purge from ECM system) Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment after scanned into ECM System.	University of Alaska Student Enrollment Services Best Practices.

**University of Alaska Registrar Records Retention/OnBase Document Type and Disposition Schedule**

**Retention Periods are Expressed in Years Unless Otherwise Noted**

**Effective Date August 6, 2013**

15	<b>Change of Major</b>	RO Change of Major RO Declaration of Minor]	Paper	5 years after last attendance	Registrar OnBase Systems	Destroy 5 years from date of student last attendance or graduation Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment after scanned into ECM System.	Based on AACRAO Guide for Retention & Disposition of Student Records (2010).  University of Alaska Student Enrollment Services Best Practices.
16	<b>Class and Curriculum Change Records</b> May include the following: [Schedule of Classes (Institutional), Curriculum Change Auth., ISIS- Class Schedule, ISIS - Opening & Closing Status Report]	RO Curriculum Action Request RO Direct/Independent Study	Both	Permanent	Registrar OnBase Systems	Permanent	Based on AACRAO Guide for Retention & Disposition of Student Records (2010).  University of Alaska Student Enrollment Services Best Practices.
17	<b>Commencement Program</b>	RO Commencement Book	Paper	Permanent	Registrar OnBase Systems	Permanent	Based on AACRAO Guide for Retention & Disposition of Student Records (2010).  University of Alaska Student Enrollment Services Best Practices.
18	<b>Requests for non-disclosure of personal info</b>	RO Confidential RO Directory Info Release	Both	80 years	Registrar OnBase Systems	Destroy/Delete 80 years from received date (Purge from ECM system) Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment after scanned into ECM System.	Based on AACRAO Guide for Retention & Disposition of Student Records (2010).  University of Alaska Student Enrollment Services Best Practices.  Family Educational Rights and Privacy Act (FERPA).  Alaska Statute 45.48

**University of Alaska Registrar Records Retention/OnBase Document Type and Disposition Schedule**

**Retention Periods are Expressed in Years Unless Otherwise Noted**

**Effective Date August 6, 2013**

19	<b>Letters to Registrar</b>	RO Correspondence (Incoming) RO Duplicate Diploma Form RO Replacement Diploma Form	Both	5 years after last attendance	Registrar OnBase Systems	Destroy/Delete 5 years from date of student last attendance or graduation (Purge from ECM system) Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment after scanned into ECM System.	Based on AACRAO Guide for Retention & Disposition of Student Records (2010).  University of Alaska Student Enrollment Services Best Practices.  Family Educational Rights and Privacy Act (FERPA).  Alaska Statute 45.48
20	<b>Letters from Registrar</b>	RO Correspondence (Outgoing)	Both	80 years	Registrar OnBase Systems	Destroy/Delete 80 years from received(Purge from ECM system) Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment after scanned into ECM System.	Based on AACRAO Guide for Retention & Disposition of Student Records (2010).  University of Alaska Student Enrollment Services Best Practices.
21	<b>Foreign/Intl. student forms (I-20s)</b>	RO Financial Statement RO Financial Supporting Doc RO Intl Advisor Approval Form RO Intl Document	Paper	80 years after received	Registrar OnBase Systems	Destroy/Delete 80 years from date of student last attendance or graduation (Purge from ECM system) Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment after scanned into ECM System	Based on AACRAO Guide for Retention & Disposition of Student Records (2010).  University of Alaska Student Enrollment Services Best Practices.

**University of Alaska Registrar Records Retention/OnBase Document Type and Disposition Schedule**

**Retention Periods are Expressed in Years Unless Otherwise Noted**

**Effective Date August 6, 2013**

22	<b>Graduation Documents (5 years)</b>	RO Graduate Document (Add GR Degree Program) RO Graduate Document (Advancement) RO Graduate Document (Advisory Committee) RO Graduate Document (Annual Advisory Report) RO Graduate Document (Comp Exam) RO Graduate Document (Defense) RO Graduate Document (Final Clearance) RO Graduate Document (Language) RO Graduate Document (Misc.) RO Graduate Document (Petition) RO Graduate Document (Study Plan) RO Graduate Document (Thesis Clearance) RO Graduation Requirement Report RO Leave of Absence Form RO Study Plan	Both	5 years after graduation or date of last attendance	Registrar OnBase Systems	Destroy/Delete 5 years from date of student last attendance or graduation (Purge from ECM system) Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment after scanned into ECM System.	Based on AACRAO Guide for Retention & Disposition of Student Records (2010).  University of Alaska Student Enrollment Services Best Practices.
23	<b>Incomplete Grade Form</b>	RO Incomplete Grade Form	Both	5 years after graduation or date of last attendance	Registrar OnBase Systems	Destroy/Delete 5 years from date of student last attendance or graduation (Purge from ECM system) Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment after scanned into ECM System.	Based on AACRAO Guide for Retention & Disposition of Student Records (2010).  University of Alaska Student Enrollment Services Best Practices.  Family Educational Rights and Privacy Act (FERPA).  Alaska Statute 45.48



**University of Alaska Registrar Records Retention/OnBase Document Type and Disposition Schedule**

**Retention Periods are Expressed in Years Unless Otherwise Noted**

**Effective Date August 6, 2013**

24	<b>Miscellaneous</b>	RO Miscellaneous	Both	5 years after last attendance	Registrar OnBase Systems	Destroy/Delete 5 years from date of student last attendance or graduation (Purge from ECM system) Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment after scanned into ECM System.	University of Alaska Student Enrollment Services Best Practices.
25	<b>NCAA</b>	RO NCAA Eligibility	Paper	10 years	Registrar OnBase Systems	Destroy/Delete 10 years after creation (Purge from ECM system) Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment after scanned into ECM System.	Based on AACRAO Guide for Retention & Disposition of Student Records (2010).  University of Alaska Student Enrollment Services Best Practices.
26	<b>NSE / ISE</b>	RO NSE Contract RO NSE/ISE Application	Both	5 years after graduation or date of last attendance	Registrar OnBase Systems	Destroy/Delete 5 years from date of student last attendance or graduation (Purge from ECM system) Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment after scanned into ECM System.	Based on AACRAO Guide for Retention & Disposition of Student Records (2010).  University of Alaska Student Enrollment Services Best Practices.  Family Educational Rights and Privacy Act (FERPA).  Alaska Statute 45.48
27	<b>Petition (53)</b>	RO Petition	Both	80 years	Registrar OnBase Systems	Destroy/Delete 80 years from date of student last attendance or graduation (Purge from ECM system) Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment after scanned into ECM System	Based on AACRAO Guide for Retention & Disposition of Student Records (2010).  University of Alaska Student Enrollment Services Best Practices.

**University of Alaska Registrar Records Retention/OnBase Document Type and Disposition Schedule**

**Retention Periods are Expressed in Years Unless Otherwise Noted**

**Effective Date August 6, 2013**

28	<b>Professional Certification</b>	RO Professional Certification	Both	80 Years	Registrar OnBase Systems	Destroy/Delete 80 years from date of student last attendance or graduation (Purge from ECM system) Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment after scanned into ECM System	University of Alaska Student Enrollment Services Best Practices. Family Educational Rights and Privacy Act (FERPA). Alaska Statute 45.48
29	<b>Transcript Request (69)</b>	RO Request for Transcript [251]	Both	One Year	Registrar OnBase Systems	Destroy/Delete 1 year from submission (Purge from ECM system) Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment after scanned into ECM System.	Based on AACRAO Guide for Retention & Disposition of Student Records (2010). University of Alaska Student Enrollment Services Best Practices. Family Educational Rights and Privacy Act (FERPA). Alaska Statute 45.48
30	<b>Enrollment Verification</b>	RO Request for Verify of Enrollment	Both	One Year	Registrar OnBase Systems	Destroy/Delete 1 year from submission (Purge from ECM system) Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment after scanned into ECM System.	Based on AACRAO Guide for Retention & Disposition of Student Records (2010). University of Alaska Student Enrollment Services Best Practices. Family Educational Rights and Privacy Act (FERPA). Alaska Statute 45.48

**University of Alaska Registrar Records Retention/OnBase Document Type and Disposition Schedule**

**Retention Periods are Expressed in Years Unless Otherwise Noted**

**Effective Date August 6, 2013**

31	<b>Subpoenas</b> May include the following: [Subpoenas- requesting release of information, Students written request for records disclosure]	RO Subpoena/Legal	Both	80 years	Registrar OnBase Systems	Destroy/Delete 80 year from submission (Purge from ECM system) Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment after scanned into ECM System.	Based on AACRAO Guide for Retention & Disposition of Student Records (2010).  University of Alaska Student Enrollment Services Best Practices.
32	<b>ALC Transcript</b>	RO Transcript (ALC-UAA)	Paper	80 years	Registrar OnBase Systems	Destroy/Delete 80 year from submission (Purge from ECM system) Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment after scanned into ECM System.	Based on AACRAO Guide for Retention & Disposition of Student Records (2010).  University of Alaska Student Enrollment Services Best Practices.  Family Educational Rights and Privacy Act (FERPA).  Alaska Statute 45.48
33	<b>UA Legacy Microfiche</b>	RO Transcript (hard copies)	Both	Permanent	Registrar OnBase Systems	Permanent	Based on AACRAO Guide for Retention & Disposition of Student Records (2010).  University of Alaska Student Enrollment Services Best Practices.  Family Educational Rights and Privacy Act (FERPA).  Alaska Statute 45.48

**This University of Alaska Registrar Records Retention/OnBase Document Type and Disposition Schedule Supersedes the Registrar Records Retention listed on the Student Enrollment Services Retention Schedule dated October 25, 2005**

**Approved August 6, 2013 by Lora Volden Registrar University of Alaska Anchorage**

**Approved August 6, 2013 by Libby Eddy Registrar University of Alaska Fairbanks**

**Approved August 6, 2013 by Barbara Hegel Registrar University of Alaska Southeast**

**Approved August 6, 2013 by Russell O'Hare Chief Records Officer University of Alaska**