

**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	EMAS Communication Plans	3 years after superceded	Admissions Office	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	

As of October 26, 2005

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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 Participation 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 termination 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:

- These records will typically become part of a student's permanent academic record and have been defined as "vital."
- 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.
- 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 be retained for at least five years, it is recommended that INS documentation also be retained for five years. UA will keep foreign students' records for 5 years after graduation or date of last attendance.
- 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.
- 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.
- Regardless of format used to keep a record, all record information must be retrievable in a coherent hard copy format
- 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).
- Any federal or state statute or regulation that specifies a longer retention period for any record, the statute or regulation supersedes this schedule.
- 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.
- 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 Administration