

Academic Records Retention

The Office of the Registrar maintains academic records for students past, present, and future through the following methods: computer system, scanned images, microfilm/microfiche, and limited paper. The length of retention of these records is based on AACRAO recommendations.

Dept or Location	Record Type	Record Title	How long is it kept?	Disposal or transfer?
Office of the Registrar	Academic Transcripts		Permanent	Transfer-scanned/microfilm
Office of the Registrar	Grade rosters/sheets		Permanent	Transfer-microfilm
Office of the Registrar	Graduation List		Permanent	Transfer-microfilm
Office of the Registrar	Registration forms Hard copy registration card, add/drop slips)		Permanent	Transfer-microfilm
Office of the Registrar/ Library Archives	Catalog		Permanent if possible	Hard Copy
Office of the Registrar	Advanced Placement, CLEP, ACE transcripts		5 years after graduation or date of last semester attended	Disposal
Office of the Registrar	Transfer Credit evaluation		5 years after graduation or date of last semester attended	Disposal
Office of the Registrar	Graduation Application/Audit		5 years after graduation or date of last semester attended	Disposal
Office of the Registrar	Academic action letters (probation, dismissals)		5 years after graduation or date of last semester attended	Disposal
Office of the Registrar	Privacy Restriction/Release documents		5 years after graduation or date of last semester attended	Disposal
Office of the Registrar	Military documents		5 years after graduation or date of last semester attended	Disposal
Office of the Registrar	Withdrawal form		1 year after last semester attended	Disposal
Office of the Registrar	Transcript requests		1 year after last semester attended	Disposal