

Document Type	Retention Timeframe	Disposal Method	Paper Format	Electronic Format	Office of Record
Enrollment records by term: when a student adds, drops, etc	CAY + 3 yrs	Archive	PBB	PCC	Registrar
Student enrollment by course numbers and titles: study lists/schedule	CAY + 3 yrs	Archive	PBB	PCC	Registrar
Class lists/rosters, Students taking the course for credit	Permanent	Retain	PBB	PCC	Registrar
Registration reports: aggregate numbers often reported to NDUS	CAY + 3 yrs	Archive	PBB	PCC	Registrar
Convenience copies of reports prepared by the Registrar's Office	CAY + 3 yrs	Archive			Registrar
Course files	CAY + 3 yrs	Archive			Registrar
Other Enrollment Statistics	CAY + 3 yrs	Archive		PCC	Registrar
Articulation agreements	Superceded + 3yrs	Archive			Enrollment Services
Class schedules from department: term schedule info from departments	CAY + 1 yr	Landfill			Registrar
Academic policies or procedures	Updated or Obsolete	Archive	Catalog	Website	Registrar
Program names or descriptions	Updated or Obsolete	Archive	Catalog	PCC	Registrar
Course names and descriptions	Updated or Obsolete	Archive	Catalog	PCC	Registrar
Credits offered per course	Updated or Obsolete	Archive	Catalog	PCC	Registrar
Related programs and course information: plans/subplans	Updated or Obsolete	Archive	Catalog	PCC	Registrar
Catalogs	Permanent	Archive	PBB	PCC	Registrar
Term schedule	Updated or Obsolete	Archive		PCC	Registrar
Visa or permanent residence documents	Active + 6 yrs	Shred	CAY + 1	PIN	Registrar/Enrollment Services
Letters of recommendation	LDA/G + 5	Shred	CAY + 1	PIN	Registrar/Enrollment Services
Application fee receipts	LDA/G + 7	Shred	CAY + 1	PIN	Registrar/Enrollment Services
Transcripts: admitted students who enrolled, admitted students who did not enroll, denied students, and students who withdrew their applications	LDA/G + 5	Shred	CAY + 1	PIN	Registrar/Enrollment Services
Unmatched transcripts	CAY + 1 yr	Shred	CAY + 1	PIN	Enrollment Services
No money application transcripts	CAY + 1 yr	Shred	CAY + 1	PIN	Enrollment Services
Applications for admission: admitted students who enrolled	LDA/G + 5	Shred	CAY + 1	PIN	Registrar/Enrollment Services
Applications for admission: admitted students who did not enroll, denied students, and students who withdrew their applications	CAY + 1 yr	Shred	CAY + 1	PIN	Registrar/Enrollment Services
No money applications	CAY + 1 yr	Shred	CAY + 1	PIN	Enrollment Services
Appeals to admission	LDA/G + 5	Shred	CAY + 1	PIN	Enrollment Services
Name changes	LDA/G + 5	Shred	CAY + 1	PIN	Registrar
Social security number changes: form and supporting documentation	LDA/G + 5	Shred	CAY + 1	PIN	Registrar
Dismissal and reinstatement documents	LDA/G + 5	Shred	CAY + 1	PIN	Registrar
Incomplete graduation applications	LDA/G + 5	Shred	CAY + 1	PIN	Registrar/Acad Dept
Student death records: supporting documentation	LDA/G + 5	Shred	CAY + 1	PIN & PCC	Registrar
Correspondance	LDA/G + 5	Shred	CAY + 1	PIN & PCC	Registrar
Withdrawals	LDA/G + 5	Shred	CAY + 1	PIN & PCC	Registrar
Other information relating to a student's academic standing	LDA/G + 5	Shred	CAY + 1	PCC	Registrar
Continuing Education programs	LDA/G + 5				CEL
Grade rosters	Permanent	Retain	PBB	PCC	Registrar/CEL
Complete graduation applications	Permanent	Retain	Permanent Filed	Perm in ImageNow	Registrar
Graduation audits	LDA/G + 5	Shred	CAY + 1	PIN	Registrar/Acad Dept
Advising files	LDA/G + 5	Shred			Academic Dept
Test scores for credit receiving credit	LDA/G + 5	Shred		PIN & PCC	Registrar
Test scores for credit not receiving credit	LDA/G + 5	Shred		PIN & PCC	Registrar
Applicant test scores	LDA/G + 5	Shred	CAY + 1	PCC	Enrollment Services
Enrollment verifications	LDA/G + 5	Shred		PIN	Registrar
Transcript requests	CAY + 1	Shred			Registrar
Collaborative Student Documents	LDA/G + 5	Shred		PIN & PCC	Registrar/CEL

All records, files, or documents requested will be unofficial copies.

CAY=Current Academic Year

LDA/G=Last Day of Attendance/Graduation

PCC=Permanent in Campus Connection

PIN=Purge from ImageNow

PBB=Permanent Bound Books

updated 8/11/15