

School of Visual Arts Records Retention Guidelines/Inventory of Records

Responsible Office	Record	Recommended Minimal Retention Time
Retention Schedule A: Applicants Who Do Not Enroll (Whether Accepted or Rejected)		
Admissions	Acceptance letters	1 year after application term
Admissions	Advanced placement records	1 year after application term
Admissions	Applications for admission	1 year after application term
Admissions	Correspondence, relevant	1 year after application term
Admissions	Entrance examination reports/test scores	1 year after application term
Admissions	Letters of recommendation	1 year after application term
Admissions	Medical records	1 year after application term
Admissions	Military documents	1 year after application term
Admissions	Placement test scores/reports	1 year after application term
Admissions	Readmission forms	1 year after application term
Admissions	Recruitment materials	1 year after application term
Admissions	Other test scores	1 year after application term
Admissions	Transcripts – other colleges	1 year after application term
Admissions	Transcripts – high school	1 year after application term
** International Student Documents, if available:		1 year after application term
ISO	<ul style="list-style-type: none"> • Copy of Employment Authorization (work permit), if granted • Copy of Alien Registration Receipt Card • I-20 • I-94 • IAP-66 • Passport number • Statement of Educational Costs • Statement of Financial Responsibility 	
Retention Schedule B: Applicants Who Enroll		
Admissions	Acceptance letters	5 years after graduation or date of last attendance
Admissions	Advanced placement records	5 years after graduation or date of last attendance

Responsible Office	Record	Recommended Minimal Retention Time
Admissions	Applications for admission (reentry)	5 years after graduation or date of last attendance
Admissions	Correspondence, relevant	5 years after graduation or date of last attendance
Admissions	Entrance examination reports/test scores	5 years after graduation or date of last attendance
Admissions	Letters of recommendation	Until admitted.
Student Health	Medical records	5 years after graduation or date of last attendance
Registrar	Military documents	5 years after graduation or date of last attendance
Admissions	Placement test scores/reports	5 years after graduation or date of last attendance
Admissions	Recruitment materials	when enrolled in classes
Admissions	Residency classification forms	5 years after graduation or date of last attendance
Registrar	Student waivers for rights of access to see letters of recommendation for admission	Until terminated
Admissions	Other test scores	5 years after graduation or date of last attendance
Admissions	Transcripts – other colleges	5 years after graduation or date of last attendance
Admissions	Transcripts – high school	5 years after graduation or date of last attendance
** International Student Documents, if available:		No upper limit for international students on student visas. For exchange visitor visas, 3 years after graduation or last date of attendance.
ISO	<ul style="list-style-type: none"> • Copy of Employment Authorization (work permit), if granted • Copy of Alien Registration Receipt Card • I-20 • I-94 • IAP-66 • Passport number • Statement of Educational Costs • Statement of Financial Responsibility 	
Retention Schedule C: Registration and Attendance/Academic Progress Records		
Registrar	Academic action authorizations (dismissal, etc.)	5 years after graduation or date of last attendance
Registrar	Academic records (including narrative evaluations, competency assessments, etc.)	Permanent
Admissions	Advanced placement and other placement tests	5 years after graduation or date of last attendance

Responsible Office	Record	Recommended Minimal Retention Time
Advisors	Applications for graduation	1 year after graduation or date of last attendance
Admissions	Applications for admission or readmission (reentry)	5 years after graduation or date of last attendance
Registrar	Audit authorizations	1 year after date submitted
Acad. Advisement	Changes of course (drop/add)	1 year after date submitted
Registrar	Change of grade forms (update documents)	Permanent
Registrar	Class lists (original grade sheets)	Permanent
Registrar	Class schedules (students)	1 year after graduation or date of last attendance
Registrar	Correspondence, relevant	5 years after graduation or date of last attendance
Registrar	Credit/no credit approvals	1 year after date submitted
Registrar	Curriculum change authorizations	5 years after graduation or date of last attendance
Acad. Advisement	Degree audit records	5 years after graduation or date of last attendance
Campus Life	Disciplinary action documents	No recommended retention period is given for disciplinary action documents, except that they are retained while in force in a file separate from the student's academic record.
Admissions	Fee assessment forms	5 years after graduation or date of last attendance
Registrar	FERPA documents	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. See Item # 4 (below).
Financial Aid	Financial aid documents	3 years after annual audit has been accepted by the Department of Education
ISO	Foreign/international student forms (I-20, etc.)	5 years after graduation or date of last attendance
Registrar	Grade reports (registrar's copies)	1 year after distributed (except VA, 3 years)
Acad. Advisement	Graduation lists	Permanent
Acad. Advisement	Graduation authorizations	5 years after graduation or date of last attendance
Student Accounts	Hold or encumbrance authorizations	Until released
Student Health	Medical records	1 year after graduation or date of last attendance
Registrar	Military documents	5 years after graduation or date of last attendance

Responsible Office	Record	Recommended Minimal Retention Time
Registrar	Name change authorizations	5 years after graduation or date of last attendance
Registrar	Pass/fail requests	1 year after date submitted
Registrar	Personal data information forms	1 year after graduation or date of last attendance
Registrar	Registration forms	1 year after date submitted
Registrar	Transcript requests (student)	1 year after date submitted
Acad. Advisement	Transfer credit evaluations	5 years after graduation or date of last attendance
Student Accounts	Tuition and fee charges	5 years after graduation or date of last attendance
Acad. Advisement	Withdrawal authorizations	2 years after graduation or date of last attendance
Retention Schedule D: Certification Data/Documents		
Registrar	Enrollment verifications	1 year after verification
Financial Aid	Financial aid assistance records	3 years after graduation or date of last attendance
Financial Aid	Social security certifications	1 year after certification
Departments	Teacher certifications	1 year after certification
Registrar	Veterans Administration	5 years after graduation or date of last attendance
Retention Schedule E: Publications, Statistics Data/Documents, and Institutional Reports		
Registrar	Catalogs	Permanent
Registrar	Commencement Program	Permanent
IRA	Degree statistics	Permanent
IRA	Enrollment statistics	Permanent
IRA	Grade statistics	Permanent
IRA	Race/ethnicity statistics	Permanent
Registrar	Schedule of classes (institutional)	Permanent
Retention Schedule F: Family Educational Rights and Privacy Act Data/Documents		
Registrar	Requests for formal hearings	Permanent
Registrar	Requests and disclosures of personally identifiable information	Permanent
Registrar	Student requests for nondisclosure of directory information	Until terminated by the student or permanent

Responsible Office	Record	Recommended Minimal Retention Time
Registrar	Student statements on content of records regarding hearing panel decisions	Permanent
Registrar	Student's written consent for records disclosure	Until terminated by the student or permanent
Registrar	Waivers for rights to access	Until terminated by the student or permanent
Registrar	Written decisions of hearing panels	Permanent
	<ul style="list-style-type: none"> Note: Whenever the recommended retention period is the life of the affected record, the retention period of the FERPA document is meant to be the same as that of the student records to which it pertains: students waivers of rights to access to letters of recommendations, for example, should be retained until terminated or the letters themselves are destroyed (see Retention Schedules A and B). If the retention period fro a record to which a FERPA document pertains is permanent, the FERPA document should also be permanently retained and imaged for added security. 	
Retention Schedule G: Federal Disclosure Records		
IRA	Crime Statistics/Security Report	3 years from date of required disclosure
IRA	SRI Graduation/Completion, Transfer-out Data	3 years from date of required disclosure
IRA	Institutional Information (Cost of Attendance, Withdrawal Procedures, Accreditation, etc.)	3 years from disclosure, i.e., end of award year
Retention Schedule H: Federal Student Financial Aid (SFA) Record Retention Requirements		
	<i>SFA Program Records</i>	
Financial Aid	<ul style="list-style-type: none"> Program Participation Agreement 	3 years from award year
Financial Aid	<ul style="list-style-type: none"> Accrediting and licensing agency review, approvals and reports 	3 years from award year
Financial Aid	<ul style="list-style-type: none"> State agency reports 	3 years from award year
Financial Aid	<ul style="list-style-type: none"> Audit and review reports 	3 years from award year
Financial Aid	<ul style="list-style-type: none"> Self-evaluation reports 	3 years from award year
Financial Aid	<ul style="list-style-type: none"> Other records pertaining to financial responsibility and standards of administrative capability 	3 years from award year
	<i>SFA Fiscal Records</i>	
Financial Aid	<ul style="list-style-type: none"> Records of SFA program transactions 	3 years from award year
Financial Aid	<ul style="list-style-type: none"> Bank statements fro accounts containing SFA funds 	3 years from award year

Responsible Office	Record	Recommended Minimal Retention Time
Financial Aid	<ul style="list-style-type: none"> Records of student accounts 	3 years from award year
Financial Aid	<ul style="list-style-type: none"> Ledgers identifying SFA transactions 	3 years from award year
Financial Aid	<ul style="list-style-type: none"> Federal work-study payroll records 	3 years from award year
Financial Aid	<ul style="list-style-type: none"> Records supporting data on required reports, such as: 	
	<ul style="list-style-type: none"> - SFA program reconciliation reports 	3 years from award year
	<ul style="list-style-type: none"> - Audit reports and school responses 	3 years from award year
	<ul style="list-style-type: none"> - Pell grant statements of accounts 	3 years from award year
	<ul style="list-style-type: none"> - Accrediting and licensing agency reports 	3 years from award year
	<i>SFA Recipient Records</i>	
Financial Aid	<ul style="list-style-type: none"> The Student Aid Report (SAR) or Intuitional Information Record (ISIR) 	3 years from award year
Financial Aid	<ul style="list-style-type: none"> Application data submitted to the Dept. of Education or lender by the school on behalf of the student 	3 years from award year
Financial Aid	<ul style="list-style-type: none"> Documentation of student's eligibility 	3 years from award year
Financial Aid	<ul style="list-style-type: none"> Financial aid history for Transfer students 	3 years from award year
Financial Aid	<ul style="list-style-type: none"> Documentation of student's satisfactory academic progress 	3 years from award year
Registrar	<ul style="list-style-type: none"> Documentation of student's program of study and courses enrolled in 	3 years from award year
Registrar	<ul style="list-style-type: none"> Data used to establish student's admission, enrollment status, period of enrollment 	3 years from award year
Financial Aid	<ul style="list-style-type: none"> Documents used to verify applicant's data 	3 years from award year
Financial Aid	<ul style="list-style-type: none"> Documentation related to the receipt of aid, such as: amount of grant, loan, FWS award; and calculation used to determine amounts 	3 years from award year
Financial Aid	<ul style="list-style-type: none"> Date and amount of disbursements 	3 years from award year
Financial Aid	<ul style="list-style-type: none"> Documentation of initial or exit loan counseling 	3 years from award year
Financial Aid	<ul style="list-style-type: none"> Reports and forms used for participation in the SFA program 	3 years from award year

Responsible Office	Record	Recommended Minimal Retention Time
IRA	<ul style="list-style-type: none"> Documentation supporting the school's calculation of its completion/graduation or transfer-out rate 	3 years from award year
	<i>Requirements for Specific Aid</i>	
Financial Aid	<ul style="list-style-type: none"> Campus-based aid (Perkins loan, SEOG, and Federal Work Study) 	3 years from end of award year
Financial Aid	<ul style="list-style-type: none"> Pell Grant 	3 years from end of award year
Financial Aid	<ul style="list-style-type: none"> Fiscal Operations Report (FISAP) 	3 years from end of award year report submitted
Financial Aid	<ul style="list-style-type: none"> Perkins repayment records 	3 years from date loan assigned, cancelled, or repaid
Financial Aid	<ul style="list-style-type: none"> Perkins original promissory notes 	Until loan is satisfied or documents are needed to enforce obligation
Financial Aid	<ul style="list-style-type: none"> FFEL and Direct Loans: <ul style="list-style-type: none"> - Borrower's eligibility records - All other records/reports 	3 years from end of award year student last attended
		3 years from end of award year report submitted
Retention Schedule I: Other Documents		
Department	Faculty Absence Reports	2 years, then sent to President's office
Department	Field Trip Forms	1 year, then sent to President's office at end of year
Department	Departmental Budgets	5 years, kept in department office
Department	Departmental Timesheets	1 year, kept in departmental office
Acad. Advisement	Independent Study Proposals	2 years, kept in departmental office