

Andrews University
 RECORDS RETENTION SCHEDULE (RRS)

AUARC Use only RG

STUDENT RECORDS
Schedule 2: Academic Records

This records retention schedule will apply to the Andrews University campus and all of its affiliated institutions. Records disposition may not take place if there is an open records request, or if there is pending litigation or audit involving these records.

TRAINING AND ASSISTANCE: The staff of the Andrews University Archives and Records Center will provide training and assistance with the implementation of this personnel records schedule.

CONFIDENTIALITY: All record series that are transferred to the AUARC are treated as confidential with the exception of official Andrews University publications and those items that are designated as open records by the individual and/or office of origin.

APPROVALS: This document has been created for the office of the Legal Council from a Records Retention Schedule approved by the AUARC and the AUARC Committee.

CODES:
 Retention in Office: 00 = years, U = useful life in office/period of reference value
 Retention at RC/AHC: PERM = Permanent, 00 = years
 Disposal: Archives = University Archives, AHC = Adventist Heritage Center
 D = discard/shred/erase, R = review with AUARC for PERM in RC, Archives or AHC, or D

Title of Record Series	Retention in Office	Retention in RC	Final Disposition	Comments
Section 1: Academic Records Data/Documents				
Academic Records These include narrative evaluations, competency assessments, etc.	PERM	---		
AU Bulletins	PERM			Note: Send 2 copies to the Archives when first produced.
Change of Grade Forms , update documents	PERM	---		

Andrews University
 RECORDS RETENTION SCHEDULE (RRS)

STUDENT RECORDS
Schedule 2: Academic Records

(Continuation sheet)

<u>Title of Record Series</u>	Retention in Office	Retention in RC	Final Disposition	Comments
<u>Check Sheets</u> , degree audit records	5	---	D	After graduation or date of last attendance.
<u>Class Lists</u> , original grade sheets	PERM	---		
<u>Commencement Program</u>	PERM			Note: Send 2 copies to the Archives when first produced.
<u>Degree Audit Records</u> See: <u>Check Sheets</u>				
<u>FERPA Documents</u>	U	---	D	Note: 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. These records are part of the student's educational records; therefore, they must be retained as long as the institution retains the educational records to which they refer.

Andrews University
 RECORDS RETENTION SCHEDULE (RRS)

STUDENT RECORDS
Schedule 2: Academic Records

(Continuation sheet)

<u>Title of Record Series</u>	Retention in Office	Retention in RC	Final Disposition	Comments
<u>Graduation Lists</u>	PERM			
<u>Name Change Authorization</u>	5	---	D	After graduation or date of last attendance.
<u>Schedule of Classes</u> , institutional	10	---	D	Note: Send 2 copies to the Archives when first produced.
<u>Student Files</u> , attending To the content of these student folders coming from the office of Admissions, the following other materials/ documents may be added over the years: Academic Action Authorizations (incl. dismissal, etc.), Advanced Placement Records, Application for Graduation, Applications for Admission or Readmission (reentry), Audit Authorizations, Change of Course (drop/add), Correspondence (relevant), Credit by examination Forms, Curriculum Change Authorizations, Degree Audit Records, FERPA Documents (section 2), Name Change Authorization, Registration Forms, Transfer Credit Evaluations Withdrawal Authorizations Enrollment Verifications Teachers Certifications, Veterans Administration Certifications, etc.	5	---	D	After graduation or date of last attendance. Note: These are the Graduate and Undergraduate Student Records from Admissions.
<u>Teachers Certifications</u>	5	---	D	After certification.

Andrews University
 RECORDS RETENTION SCHEDULE (RRS)

STUDENT RECORDS
Schedule 2: Academic Records

(Continuation sheet)

<u>Title of Record Series</u>	Retention in Office	Retention in RC	Final Disposition	Comments
<u>Veterans Administration Certifications</u>	5	---	D	After graduation or date of last attendance.
<p>Section 2: Family Educational Rights and Privacy Act Data/Documents When applicable, a copy of the records in these Folders is also placed in the folder of the student.</p> <p>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: <u>Students' Waivers of Rights to Access to Letters of Recommendation</u>, for example, should be retained until terminated or the letters themselves are destroyed (see RRS 1 and 2). If the retention period for a record to which a FERPA document pertains is permanent, the FERPA document should also be permanently retained and microfilmed for added security.</p>				
<u>Requests and Disclosures of Personally Identifiable Information</u>	5	---	D	After life of affected record.
<u>Student Requests for Non-disclosure of Directory Information</u>	5	---	D	After date submitted if so indicated in the institution's policy statement.

Andrews University
 RECORDS RETENTION SCHEDULE (RRS)

STUDENT RECORDS
Schedule 2: Academic Records

(Continuation sheet)

<u>Title of Record Series</u>	Retention in Office	Retention in RC	Final Disposition	Comments
<u>Student Statements on Content of Records Regarding Hearing Panel Decisions</u>	5	---	D	After life of affected record.
<u>Student's Written Consent for Records Disclosure</u>	5	---	D	Until terminated by student or life of affected record.
<u>Waiver of Rights of Access</u>	5	---	D	Until terminated by student or life of affected record.
<u>Written Decisions of Hearing Panels</u>	5	---	D	After life of affected record.