

Andrews University
 RECORDS RETENTION SCHEDULE (RRS)

AUARC Use only RG

STUDENT RECORDS
Schedule 5: Doctoral/Master Degree Programs: All Schools

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 student 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

<u>Title of Record Series</u>	Retention in Office	Retention in RC	Final Disposition	Comments
Student Files , graduated	5	PERM		After graduation.
Student Files , withdrawn/terminated	5	PERM		After termination.
Student Files , application rejected	5	---	D	
Dissertations, Masters Theses, Projects These materials consist of the accepted dissertation, theses, or project that has been completed in partial fulfillment of degree requirements. Materials also included here are final approval papers and project supplemental materials such as music scores, portfolios, and documentation of models.	5	PERM		After graduation. After completion of the degree, send 2 bound copies of each dissertation or theses to the James White Library.