

Andrews University
 RECORDS RETENTION SCHEDULE (RRS)

AUARC Use only RG

STUDENT RECORDS
Schedule 4: Student Services

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 general 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
<u>Campus Ministries Records</u> These consist primarily of topical files (week of prayer, vespers, and other spiritual programs), as well as files on Student Missionaries, Chapel reports, etc.	U	---	R	Note: Of special importance to the Archives/AHC are the records about Student Missionary activities, e.g. annual list of attendees, their correspondence, reports, etc.
<u>Counseling and Testing Client Files, Students and their Spouses</u> These are highly confidential and sealed files of the <i>Counseling and Testing Center</i> . They are kept sealed at the Center. These files do not include ACT, GRE, MCAT, and other testing scores and materials.	U + 7	---	D	
<u>Foreign Student Files</u> Dealing mainly with I-20 and other immigration matters, etc	5	---	D	After graduation or date of last attendance.
<u>Student Activities Records</u> A mix of records dealing with special events, programs, promotional activities, club activities, etc.	U	---	R	Transfer usually after five years in office. Note: Many of these records also fall under the General Retention Schedule and can be handled that way.
<u>Student Association Records</u> These are the records coming from the various student organizations (senate, officers, etc), Student Movement, Cast, etc.	U	---	R	Transfer usually after five years in office. Note: Many of these records also fall under the General Retention Schedule and can be handled that way.
<u>Student Disciplinary Files</u>	PERM	---	---	Do select purging after appropriate amount of time has passed.

Andrews University
RECORDS RETENTION SCHEDULE (RRS)

STUDENT RECORDS
Schedule 4: Student Services
(continuation sheet)

<u>Title of Record Series</u>	Retention in Office	Retention in RC	Final Disposition	Comments
<u>Student Files</u>	5	---	D	After graduation or date of last attendance.