



COLLEGE POLICY GUIDELINES/PROCEDURES

POLICY NUMBER: **5101B**
DATE: December 2019
POLICY TYPE: Student Affairs
POLICY TITLE: Retention Disposal & Microfilming of Admissions & Registration Records Policy

GUIDELINES/PROCEDURES:

RETENTION & DISPOSAL SCHEDULE

Admissions Documents

Application for Admissions (not matriculated)

RETENTION = 3 years, MICROFILM = No, DESTROY = Yes

Cancellation of Application Card SS10

RETENTION = 3 years, MICROFILM = No, DESTROY = Yes

Correspondence

RETENTION = 3 years, MICROFILM = No, DESTROY = Yes

Entrance Examination Records ACT, GED, SAT, Assessment

RETENTION = 3 years, MICROFILM = No, DESTROY = Yes

Envelopes

RETENTION = 3 years, MICROFILM = No, DESTROY = Yes

Letters of Recommendations

RETENTION = 3 years, MICROFILM = No, DESTROY = Yes

Transcripts-Colleges & High School

RETENTION = 3 years, MICROFILM = No, DESTROY = Yes

Transfer of Application Card SS36

RETENTION = 3 years, MICROFILM = No, DESTROY = Yes

Registration Documents

Academic & Nonacademic Action (Dismissal)

RETENTION = 5 years, MICROFILM = Yes, DESTROY = Yes

Academic Record (MATC transcript)

RETENTION = Permanent, MICROFILM = Yes, DESTROY = No

Activity Registration Card SS177

RETENTION = 5 years, MICROFILM = Yes, DESTROY = Yes

Address Change Card SS057

RETENTION = 0 years, MICROFILM = No, DESTROY = Yes

Application for Admission (matriculated)

RETENTION = 5 years, MICROFILM = Yes, DESTROY = Yes

Catalogs

RETENTION = Permanent, MICROFILM = Yes, DESTROY = No

Commencement Program (Book)

RETENTION = Permanent, MICROFILM = Yes, DESTROY = No

Correspondence

RETENTION = 2 years, MICROFILM = No, DESTROY = Yes

Deceased/Obituary Documentation

RETENTION = 5 years, MICROFILM = No, DESTROY = Yes

Enrollment Verification Form SS260

RETENTION = 2 years, MICROFILM = No, DESTROY = Yes

Exit Interview Form SS179

RETENTION = 2 years, MICROFILM = No, DESTROY = Yes

Extenuating Circumstances Letters (R4)

RETENTION = 2 years, MICROFILM = No, DESTROY = Yes

Final Grade Rosters

RETENTION = Permanent, MICROFILM = No, DESTROY = No

Foreign Student Forms (I-20, etc.)

RETENTION = 5 years, MICROFILM = No, DESTROY = Yes

Grade Change Form SS114

RETENTION = 5 years, MICROFILM = Yes, DESTROY = Yes

Graduation Listings

RETENTION = 5 years, MICROFILM = Yes, DESTROY = Yes

Graduate Name Addition Form SS254

RETENTION = 5 years, MICROFILM = Yes, DESTROY = Yes

Name Change Form SS120

RETENTION = 5 years, MICROFILM = Yes, DESTROY = Yes

Residency Change Form SS196

RETENTION = 2 years, MICROFILM = No, DESTROY = Yes

Scheduling & Fee Collection Form SS65

RETENTION = 0 years, MICROFILM = No, DESTROY = Yes

Social Security Number change

RETENTION = 5 years, MICROFILM = Yes, DESTROY = Yes

Student Recommendation Form SS88

RETENTION = 5 years, MICROFILM = No, DESTROY = Yes

Transcript (other colleges)

RETENTION = 5 years, MICROFILM = No, DESTROY = Yes

Transcript Request Form SS44

RETENTION = 5 years, MICROFILM = No, DESTROY = Yes

Under 16 Years of Age Form SS279

RETENTION = 2 years, MICROFILM = No, DESTROY = Yes

Family Educational Rights Privacy Act Documents

Job Placement Disclosure Form

RETENTION = 5 years, MICROFILM = Yes, DESTROY = Yes

Requests for Formal Hearings

RETENTION = 5 years, MICROFILM = Yes, DESTROY = Yes

Requests for Personally Identifiable Information (including records of disclosure)

RETENTION = 5 years, MICROFILM = Yes, DESTROY = Yes

Student Requests for Nondisclosure of Directory Information

RETENTION = 5 years, MICROFILM = Yes, DESTROY = Yes

Student's Written Consent for Records Disclosure

RETENTION = 5 years, MICROFILM = Yes, DESTROY = Yes

Waivers for rights of Access SS153

RETENTION = 5 years, MICROFILM = Yes, DESTROY = Yes

Written Decisions of Hearing Panels

RETENTION = 5 years, MICROFILM = Yes, DESTROY = Yes