



COLLEGE POLICY

POLICY NUMBER: 5101A
DATE APPROVED: December 2019
POLICY TYPE: Student Affairs
POLICY TITLE: Retention Disposal & Microfilming of Admissions & Registration Records Policy
RESPONSIBLE ASSOC. /VICE PRESIDENT: VP Student Affairs

POLICY PURPOSE:

Define retention and disposal policy for student records.

POLICY:

It shall be the policy of the Madison Area Technical College District, in accordance with Wisconsin Public Records Law, Stats., cited as sec. 19.21(7), that the registration and admissions records listed below will be retained in hard copy for the stated retention period, microfilmed, destroyed or retained permanently and need not be delivered to the State Historical Society, according to the following schedule. Approval of this policy was granted by the Public Records Forms Board acting under section 16.61(3)(e) of the Wisconsin State Statutes and the State Historical Society.

DEFINITIONS:

RECORD: FERPA DEFINES A RECORD AS ANY INFORMATION RECORDED IN ANY WAY, INCLUDING, BUT NOT LIMITED TO HANDWRITING, PRINT, COMPUTER MEDIA, VIDEO OR AUDIO TAPE, FILM, MICROFILM AND MICROFICHE.

STUDENT RECORD: FERPA DEFINES A STUDENT RECORD AS RECORDS THAT ARE DIRECTLY RELATED TO A STUDENT AND MAINTAINED BY AN EDUCATIONAL AGENCY OR INSTITUTION OR BY A PARTY ACTING FOR AN AGENCY OR INSTITUTION, IF CERTAIN CONDITIONS ARE MET.

ADMISSIONS RECORDS FOR APPLICANTS WHO DO NOT ENROLL: DOCUMENTS THAT ARE PART OF THE ADMISSIONS FILE FOR APPLICANTS WHO DO NOT SUBSEQUENTLY ENROLL, REGARDLESS OF THEIR ADMISSION STATUS, INCLUDING THOSE DENIED ADMISSION.

ADMISSIONS RECORDS FOR APPLICANTS WHO ENROLL: DOCUMENTS THAT ARE PART OF THE ADMISSIONS FILE FOR APPLICANTS WHO ENROLL AND ARE CONSIDERED STUDENTS. THESE RECORDS FORM THE BASIS FOR THE ADMISSION, TRANSFER CREDIT, AND SOMETIMES COMPLETION OF THE STUDENT'S ACADEMIC PROGRAM.

STUDENT ACADEMIC RECORDS: THE CORE ACADEMIC AND ADMINISTRATIVE DOCUMENTS RELEVANT TO THE ACADEMIC HISTORY OF STUDENTS. THESE DOCUMENTS INCLUDE PROGRAM RECORDS, REGISTRATION AND ENROLLMENT RECORDS, CERTIFICATION RECORDS AND GRADES, TRANSCRIPTS, AND GRADUATION RECORDS.

STUDENT RECORD ELECTRONIC DATA: ELECTRONIC DATA STORED IN STUDENT INFORMATION SYSTEMS.

PUBLICATIONS, STATISTICAL DATA, AND INSTITUTIONAL REPORTS: TYPICAL REPORTS AND STATISTICS COMPILED AT INSTITUTIONS. IN ALL CASES, REPORTS, DATA, AND STATISTICS SHOULD BE RETAINED IN THE FORMAT IN WHICH THEY ARE CREATED.

FAMILY EDUCATION RIGHTS AND PRIVACY (FERPA) RECORDS: RELATE TO STUDENTS' ABILITY TO CONSENT TO THE DISCLOSURE OF THEIR RECORDS AND THE RIGHT UNDER FERPA TO REQUEST AMENDMENT OF THEIR RECORDS.

FEDERAL DISCLOSURE RECORDS: RECORDS DEVELOPED IN COMPLIANCE WITH THE CAMPUS CRIME, STUDENT RIGHT-TO-KNOW, AND ATHLETIC PARTICIPATION/EQUITY IN ATHLETICS ACT (EADA) DISCLOSURE REQUIREMENTS.

LINKS TO STATE/FEDERAL REGULATIONS:

[FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT \(FERPA\)](#)

[WISCONSIN PUBLIC RECORDS BOARD](#)