

Minnesota State University, Mankato - Student Records Retention Schedule- DRAFT

This records retention schedule is based on recommendations developed by the American Association of Collegiate Registrars and Admission Officers' (AACRAO) Retention of Records: Guide for Retention and Disposal of Student Records (2000 Edition), recommendations from the Minnesota State Mankato Registrar's Office, and the University Archives. All Minnesota State Mankato units that maintain student records in their offices should follow the instructions of this records retention schedule.

If you have questions about this retention schedule or records management at Minnesota State Mankato, please contact Daardi Sizemore of the University Archives at 389-5949 or daardi.sizemore@mnsu.edu.

Minnesota State Mankato Student Records

The following records retention schedule is color-coded to indicate the office that has primary custody for the records in question:

Admissions	Green
Registrar	Blue
Colleges	Red
International Student Office	Purple
Dean of Students & Colleges	Light Blue

Record	Retention—Official Copy	Retention—Copies
Admissions-Applicants Who Do Not Enroll (Admissions Office)		
<i>Effective for the Fall 2004 semester and thereafter, most materials for undergraduate admission are imaged and the image will be retained for at least ten years.</i>		
Acceptance Letter	1 year after application term	Until end of application term
Advanced Placement Results	2 years after application term	
Applications	2 years after application term	
Correspondence (ALL)	2 years after application term	
Entrance Exam Results/Scores	2 years after application term	
Letters of Recommendation	2 years after application term	
Military Records	2 years after application term	
Placement Test Results/Scores	2 years after application term	
Requests to Update Application	2 years after application term	
Recruitment Records	2 years after application term	
Transcripts (high school and college)	2 years after application term	
International Student Records	2 years after application term	

Record	Retention—Official Copy	Retention—Copies
Admissions-Applicants Who Enroll		
<i>Effective for the Fall 2004 semester and thereafter, most materials for undergraduate admission are imaged and the image will be retained for at least ten years.</i>		
Acceptance Letter	5 years after graduation or date of last attendance	Until admitted
Advanced Placement Results	5 years after graduation or date of last attendance	
Applications	5 years after graduation or date of last attendance	
Correspondence (ALL)	5 years after graduation or date of last	

Minnesota State University, Mankato - Student Records Retention Schedule- DRAFT

Entrance Exam Results/Scores	attendance 5 years after graduation or date of last attendance
Letters of Recommendation	Destroy when admitted
Military Records	5 years after graduation or date of last attendance
Placement Test Results/Scores	5 years after graduation or date of last attendance
Readmission Records	5 years after graduation or date of last attendance
Recruitment Records	Destroy when admitted
Student Waivers for rights to access to letters of recommendation	Destroy when terminated
Transcripts (high school and college)	5 years after graduation or date of last attendance
International Student Records	5 years after graduation or date of last attendance

Record	Retention—Official Copy	Retention—Copies
Registration and Attendance/Academic Progress Records		
Academic Action Authorization (dismissal)	5 years after graduation or date of last attendance	1 year after date of action
Academic Record	Permanent	
Advanced Placement and Other Placement Tests	5 years after graduation or date of last attendance	
Advising Notes	5 years after graduation or date of last attendance	
Application for Graduation	1 year after graduation or date of last attendance	
Application for Admission or Readmission	5 years after graduation or date of last attendance	
Audit Authorization	1 year after date submitted	
Change of Course (Drop/Add)	1 year after date submitted	
Change of Grade	Record Permanent	
Class Roster (Original Grades)	Permanent	
Class Schedules (Students)	1 year after graduation or date of last attendance	
Correspondence (ALL)	5 years after graduation or date of last attendance	
Credit by Exam Report/Scores	5 years after graduation or date of last attendance	
Credit/No Credit Approval (Audit, Pass/Fail)	1 year after date submitted	
Curriculum Change Authorization	5 years after graduation or date of last attendance	
Degree Audit Record	5 years after graduation or date of last attendance	
Disciplinary Action Record	5 years after graduation or date of last	

Minnesota State University, Mankato - Student Records Retention Schedule- DRAFT

attendance		
FERPA Record	As long as relevant student records are retained	
Foreign/International Student Records (INS Record)	5 years after graduation or date of last attendance	
Grade Report (Registrar's copies)	1 year after date submitted	
Graduation List	Permanent	
Graduation Authorization	5 years after graduation or date of last attendance	
Hold or Encumbrance Authorization (ALL)	Until released	
Military Record	5 years after graduation or date of last attendance	
Name Change Authorization	5 years after graduation or date of last attendance	
Pass/Fail Record	1 year after date submitted	
Personal Data Information Record	1 year after graduation or date of last attendance	
Registration Record	1 year after date submitted	
Transcript Request (student's)	1 year after date submitted	
Transfer Credit Evaluation	5 years after graduation or date of last attendance	
Withdrawal Authorization	2 years after graduation or date of last attendance	
Working Documents	5 years after graduation or date of last attendance	

Record	Retention—Official Copy	Retention—Copies
Certification Data/Records		
Enrollment Verification	1 year after verification	1 year after verification
Social Security Verification	1 year after verification	
Teacher Certification	1 year after certification	
Veterans Administration	3 years after graduation or date of last attendance	

Record	Retention—Official Copy	Retention—Copies
Publications/Statistical Data/Institutional Reports		
Catalog/Bulletin	Permanent: transfer 2 copies to Archives each year	
Commencement Program	Permanent: transfer 2 copies to Archives each year	
Degree Statistics	Permanent: transfer 1 copy to Archives each year	
Enrollment Statistics	Permanent: transfer 1 copy to Archives each year	
Grade Statistics	Permanent: transfer 1 copy to Archives each year	
Race/Ethnicity Statistics	Permanent: transfer 1 copy to Archives each year	
Course Schedules	Permanent: transfer 1 copy to Archives each year	

Record	Retention—Official Copy	Retention—Copies
FERPA (Family Educational Rights and Privacy Act) Records		
Request for Formal Hearing	Permanent	1 year after date of action [?]
Request and Disclosure of personally	Permanent	

Minnesota State University, Mankato - Student Records Retention Schedule- DRAFT

Identifiable Information	Permanent or until terminated by student
Student Request for Non-disclosure of Directory Information	Permanent
Student Statement on Content of Records re Hearing Panel Decision	Permanent or until terminated by student
Student's Written Consent for Records Disclosure	Permanent or until terminated by student
Waivers for Rights to Access	Permanent
Written Decisions of Hearing Panels	Permanent

Record	Retention—Official Copy	Retention—Copies
Student Records Held by Faculty		
Grade Book	5 years after conclusion of class	
Student Exams/Papers	1 month after end of term	

June 17, 2009
 By Daardi Sizemore, Archives and Special Collections Librarian

DRAFT