

Granite State College  
 Records Retention Schedules  
 Revised December 2005

**Admissions Data/Documents for Applicants Who Do Not Enroll (Whether accepted or denied)**

Record	Minimal Retention Period <sup>1</sup>
Acceptance Letters	1 year after application term
Applications for Admissions	1 year after application term
Correspondence, relevant data	1 year after application term
Entrance examinations	1 year after application term
Placement tests	1 year after application term
Letters of Recommendation	1 year after application term
Military documents	1 year after application term
Advanced placement records	1 year after application term
Transcripts – other colleges	1 year after application term
Transcripts – high school	1 year after application term
Recruitment materials	1 year after application term
<i>International Student Documents:</i> <sup>2</sup>	1 year after application term
Copy of Work Permit, if granted	
Copy of Alien Registration Receipt Card	
I-20 (certificate of F-1 visa status)	
Copy of I-94 (known as Arrival-Departure Record)	
Passport number	
Statement of Educational costs	
Statement of Financial Responsibility	

Notes:

1. Records for applicants who do not enroll are not covered by FERPA.
2. Some documents from institutions in other countries may be originals and therefore difficult or impossible for the applicants to replace. The office holding the record may return these documents to the applicant rather than destroy them.

## Admissions Data/Documents for Applicants who Enroll

<u>Record</u>	<u>Minimal Retention Period<sup>1</sup></u>
Acceptance Letters	5 years after graduation or year of inactivation
Admissions tests	5 years after graduation or year of inactivation
Advanced placement records	5 years after graduation or year of inactivation
Applications for Admissions or readmission	5 years after graduation or year of inactivation
Correspondence, relevant data	5 years after graduation or year of inactivation
Entrance examinations	5 years after graduation or year of inactivation
Inactivation requests/authorizations	5 years after year of inactivation
Letters of Recommendation	5 years after graduation or year of inactivation
Military documents	5 years after graduation or year of inactivation
Placement tests	5 years after graduation or year of inactivation
Recruitment materials	5 years after graduation or year of inactivation
Transcripts – other colleges	5 years after graduation or year of inactivation
Transcripts – high school	5 years after graduation or year of inactivation
<i>International Student Documents<sup>2</sup></i>	No upper limit for international students on student visas.
Copy of Work Permit, if granted	
Copy of Alien Registration Receipt Card	
I-20 (certificate of F-1 visa status)	
Copy of I-94 (known as Arrival-Departure Record)	
Passport number	
Statement of Educational costs	
Statement of Financial Responsibility	

### Notes:

1. The retention periods above are based on the following:
  - The forms are maintained in individual student folders and are retained no longer than five years after graduation or year of last attendance.
  - Uniform retention periods allow for the destruction of the entire folder which saves considerable sorting
  - Essential data is recorded on academic records in the student database which is retained permanently.
2. Some documents from institutions in other countries may be originals and therefore difficult or impossible for the applicants to replace. The office holding the record may return these documents to the applicant rather than destroy them.

## Registration and Academic Progress Records

<u>Record</u>	<u>Minimal Retention Period</u>
Academic action authorizations (dismissal, etc.)	5 years after graduation or term of last attendance
Academic records	Permanent
Advanced placement and other placement tests	5 years after graduation or term of last attendance
Applications for admission or re-admission	5 years after graduation or term of last attendance
Applications for graduation	1 year after graduation or term of last attendance
Audit authorizations	1 year after date submitted
Changes in courses (add or drop)	1 year after date submitted
Change of grade forms	Permanent
Class lists (rosters)	Permanent
Correspondence, relevant	5 years after graduation or term of last attendance
Credit by examination reports/scores	5 years after graduation or term of last attendance
Credit/no credit approvals (audit, pass/fail)	1 year after date submitted
Curriculum change authorizations	5 years after graduation or term of last attendance
Degree audit records	5 years after graduation or term of last attendance
FERPA documents	(See note 3.)
Foreign/international student forms (I-20, etc)	5 years after graduation or term of last attendance
Graduation lists	Permanent
Hold or encumbrance authorizations	Until released
Military documents	5 years after graduation or term of last attendance
Name change authorizations	5 years after graduation or term of last attendance
Registration forms	1 year after date submitted
Transcript requests	1 year after date submitted
Transfer credit evaluations	5 years after graduation or term of last attendance
Tuition and fee charges	5 years after graduation or term of last attendance

### Notes:

1. Records retained permanently will be replicated even if the originals are retained.
2. The five-year retention period noted above begins with the date of graduation or the year of last attendance. These dates comply with federal IRS and VA requirements for record retention.
3. FERPA specifically requires institutions to maintain records of requests and disclosures of personally identifiable information except for defined "directory information" and requests from students for their own records. The records of disclosures and requests for disclosures are considered part of the students' educational records; therefore, they must be retained as long as the education records to which they refer are retained by the institution.

## **Publications, Statistical Data/Documents, and Institutional Reports**

<u>Record</u>	<u>Minimal Retention Period</u>
Catalogs	Permanent
Commencement Programs	Permanent
Degree Statistics	Permanent
Enrollment Statistics	Permanent
Grade Statistics	Permanent
Race/Ethnicity Statistics	Permanent
Schedule of courses	Permanent

## **Student Financial Aid Records**

<u>Record</u>	<u>Minimal Retention Period<sup>1</sup></u>
Learner financial aid files	3 yrs after end of last award year
Program Records	3 yrs after end of award year

The retention schedules in this document are those recommended by the American Association of Registrars and Admissions Officers (AACRAO) in their guide: "AACRAO's Retention of Records, Guide for Retention and Disposal of Student Records," copyright 2000. Permission has been granted by AACRAO for this use.