

STUDENT RECORDS RETENTION

- I. **Exhibit Title** – Student Records Retention Schedule
- II. **Exhibit Contact** – VP for Data Strategy and Enrollment Management
- III. **Exhibit** – See exhibit on next page

Legal References:

34 CFR § 668.24(e)(1) Federal Perkins Loan, FWS, FSEOG, Federal Pell Grant, ACG, National SMART Grant, or TEACH Grant Program; 38 CFR § 21.4209(f) Veterans Education and Training Benefits

Board Approved 7/11/19; Committee Reviewed 4/28/2021; Committee Reviewed 6/1/2022; Committee Reviewed 5/19/2025

Record	Retention Schedule*
Applicants Who Do Not Enroll	
Admissions	
Acceptance Letter	1 year after application year
ACT/SAT/AP/Smarter Balance Results/Scores	1 year after application year
Admissions Advising Session Form	1 year after application year
Application	1 year after application year
Background Check	3 years after application year
Driver's License	1 year after application year
Dual Enrollment Approval Form	1 year after application year
EMT Certification	1 year after application year
Immunization Records	1 year after application year
New Student Application Update Form	1 year after application year
Next Generation Accuplacer or TEAS Results/Scores	1 year after application year
Nursing Application Documents	1 year after application year
Official Transcripts (other colleges)	10 years after application year
Transcripts (high school and GED)	3 years after application year
Unofficial Transcripts (other colleges)	3 years after application year
Financial Aid	
Financial Aid Documents Stored by Year	3 years after application year
Foundation	
Scholarship Recipient Documents	3 years after application year
Applicants Who Enroll	
Admissions	
Acceptance Letter	3 years after graduation or the last academic year the student is enrolled
ACT/SAT/AP/Smarter Balance Results/Scores	3 years after graduation or the last academic year the student is enrolled
Admissions Advising Session Form	3 years after graduation or the last academic year the student is enrolled
Application	3 years after graduation or the last academic year the student is enrolled
Background Check	3 years after graduation or the last academic year the student is enrolled
Driver's License	3 years after graduation or the last academic year the student is enrolled
Dual Enrollment Approval Form	3 years after graduation or the last academic year the student is enrolled
EMT Certification	3 years after graduation or the last academic year the student is enrolled
Immunization Records	10 years after graduation or the last academic year the student is enrolled
New Student Application Update Form	3 years after graduation or the last academic year the student is enrolled
Next Generation Accuplacer or TEAS Results/Scores	3 years after graduation or the last academic year the student is enrolled
Nursing Application Documents	3 years after graduation or the last academic year the student is enrolled
Official Transcripts (other colleges)	10 years after graduation or the last academic year the student is enrolled
Transcripts (high school and GED)	3 years after graduation or the last academic year the student is enrolled
Unofficial Transcripts (other colleges)	3 years after graduation or the last academic year the student is enrolled
Registration, Attendance, Academic Progress	
Academic Record in SIS	Permanent
Add/Drop Form	3 years after graduation or the last academic year the student is enrolled
Add/Drop/Withdraw and R2T4 Documents	3 years after graduation or the last academic year the student is enrolled
Advising Notes in SIS	Permanent
Application for Graduation	3 years after graduation or the last academic year the student is enrolled
Change of Program Form	3 years after graduation or the last academic year the student is enrolled
Class Schedules in SIS	Permanent
Correspondence Saved to Document Storage	3 years after graduation or the last academic year the student is enrolled
Curriculum Change Authorization	3 years after graduation or the last academic year the student is enrolled
Degree Audit Record	3 years after graduation or the last academic year the student is enrolled
FERPA Request Forms	3 years after graduation or the last academic year the student is enrolled
Grade Change Forms	3 years after submission date
Grade Changes	Permanent
Grades	Permanent
Graduation List	Permanent
Name Change Authorization	3 years after graduation or the last academic year the student is enrolled
SAP Documents (Plans/Forms/Transcripts/Notes)	3 years after graduation or the last academic year the student is enrolled
Transcript Request (student's)	3 years after request
Veteran School Certification Documents	3 years after graduation or the last academic year the student is enrolled
Working Documents in Printed or Electronic Form	until no longer needed
FERPA (Family Educational Rights and Privacy Act)	
Request and Disclosure of Personally Identifiable Information	Permanent
Student Request for Non-disclosure of Directory Information	Permanent
Student's Written Consent for Records Disclosure	Permanent
Financial Aid	

Financial Aid Documents Stored by Year in SIS	3 years after graduation or the last academic year the student is enrolled
Foundation	
Scholarship Recipient Documents	3 years after graduation or the last academic year the student is enrolled
Publications	
Catalog	Permanent
Commencement Program	Permanent
Student Accounts	
3rd Party Documents for Outside Scholarships	3 years after graduation or the last academic year the student is enrolled
Account Balances from SONIS	Permanent
Bankruptcy Documents	Permanent
Check Stubs and Voided Checks	4 years after graduation or the last academic year the student is enrolled
Payment Plan Documents	4 years after graduation or the last academic year the student is enrolled
Student Housing	3 years after graduation or the last academic year the student is enrolled
Student Records Held by Faculty	
Correspondence	1 year after graduation or the last academic year the student is enrolled
Student Exams/Papers	1 month after end of term