

# Nunez Community College Record Retention Schedule

## Table of Contents

(Click on links to review the different schedules)

### Student Affairs

- 1. [Admissions](#)** Admissions Data/Documents
  - [1.1 Retention Schedule A](#) For applicants who do not enroll
  - [1.2 Retention Schedule B](#) For applicants who enroll
  
- 2. [Registration](#)** Registration, Academic, Certification, Disclosure Data/Docs/Reports/Pubs
  - [2.1 Retention Schedule C](#) Registration and Attendance/Academic Progress Records
  - [2.2 Retention Schedule D](#) Certification Documents
  - [2.3 Retention Schedule E](#) Publications, Statistical Data/Documents, & Institutional Reports
  - [2.4 Retention Schedule F](#) Family Education Rights & Privacy Act Data/Documents
  - [2.5 Retention Schedule G](#) Federal Disclosure Records
  
- 3. [Financial Aid](#)** Federal Student Financial Aid (SFA) Record Retention Schedule  
[Retention Schedule H](#)
  - [3.1 Table 1](#) SFA Program Records
  - [3.2 Table 2](#) SFA Fiscal Records
  - [3.3 Table 3](#) Requirements for Specific Aid
  - [3.4 Table 4](#) SFA Recipient Records

### [Notes](#)



## 2. REGISTRATION

2.[1]	<b>Retention Schedule C Registration and Attendance/Academic Progress Records</b>		
	<b>Representative Registration and Records Data/Documents:</b>	<b>Minimal Retention Period</b> <a href="#">(see notes 7, 8, 9)</a>	<b>Storage Location</b>
Div?	<p>Academic action authorizations (dismissal, etc)</p> <p>Academic records (including narrative evaluations, competency assessments, etc.)</p> <p>Advanced placement and other placement tests records/scores (e.g., ASSET, Compass)</p> <p>Applications for graduation</p> <p>Applications for admission or readmission</p> <p>Audit Authorizations</p> <p>Changes of course (add/drop)</p> <p>Change of grade forms (update documents)</p> <p>Class lists (original grade sheets)</p> <p>Class schedules (students)</p> <p>Correspondence, relevant</p> <p>Credit by examination reports/scores (e.g., Advanced Placement, CLEP, PEP)</p> <p>Credit/no credit approvals (audit, pass/fair, etc.)</p> <p>Curriculum change authorizations</p> <p>Degree audit records</p> <p>Disciplinary action documents</p> <p>Fee assessment forms</p> <p>FERPA documents</p> <p>Financial aid documents (see Retention Schedule H-Federal Aid Records Requirements)</p> <p>Foreign/international student forms (I-20,etc)</p> <p>Grade reports (registrar's copies)</p> <p>Graduations lists</p> <p>Graduation authorizations</p> <p>Hold or encumbrance authorizations</p> <p>Medical records</p> <p>Military documents</p> <p>Name change authorizations</p> <p>Pass/fail requests</p> <p>Personal data information forms</p> <p>Registration forms</p> <p>Transcript requests (student)</p> <p>Transfer credit evaluations</p> <p>Tuition and fee charges</p> <p>Withdrawal authorizations</p>	<p>5 years after graduation or date of last attendance unless otherwise noted</p> <p>Permanent</p> <p>Permanent</p> <p>Permanent</p> <p><a href="#">(see note 10)</a></p> <p><a href="#">(see note 11)</a></p> <p>3 years after annual audit has been accepted by the Department of Education <a href="#">(see note 9)</a></p> <p>Permanent</p> <p>Until released</p>	<p>Student Affairs Office unless otherwise noted</p> <p>VCSA's office</p>

[Back to the top](#)

2.[2]	<b>Retention Schedule D Certification Data/Documents</b>		
	<b>Representative Certification Data/Documents:</b>	<b>Minimal Retention Period</b>	<b>Storage Location</b>
	Enrollment verifications	5 years after graduation, date of last attendance <i>or</i> 1 year after verification, whichever is later (see Retention Schedule H)	Student Affairs Office
	Financial aid assistance records		
	Veterans Administration ( <a href="#">see note 12</a> )	5 years after graduation or date of last attendance unless otherwise noted	VCSA's office

[Back to the top](#)

2.[3]	<b>Retention Schedule E Publications, Statistical Data/Documents, and Institutional Reports</b>		
	<b>Representative Data/Documents:</b> ( <a href="#">see note 13</a> )	<b>Minimal Retention Period</b>	<b>Storage Location</b>
	Catalogs Commencement Programs Degree Statistics Enrollment Statistics Grade Statistics Race ethnicity statistics Schedule of classes (institutional)	Permanent ( <a href="#">see note 7</a> )	Student Affairs Office, Institutional Research Office, Library Archives

[Back to the top](#)

2.[4]	<b>Retention Schedule F Family Educational Rights &amp; Privacy Act Data/Documents</b>		
	<b>Representative FERPA Data/Documents:</b>	<b>Minimal Retention Period</b> ( <a href="#">see note 14</a> )	<b>Storage Location</b>
	Requests for formal hearings Requests and disclosures of personally identifiable information Student requests for nondisclosure of directory information Student statements on content of records regarding hearing panel decisions Student's written consent for records disclosure Waivers for rights of access  Written decisions of hearing panels	Permanent unless otherwise noted  Until terminated by the student or permanent  Until terminated by the student or permanent Until terminated by the student or permanent	Student's file Student Affairs Office

[Back to the top](#)

2.[5]	<b>Retention Schedule G Federal Disclosure Records</b> ( <a href="#">see note 15</a> )		
	<b>Disclosure Record</b>	<b>Minimal Retention Period</b>	<b>Storage Location</b>
	<p>Crime Statistics/Security Report</p> <p>SRK Graduation/Completion, Transfer-out Data</p> <p>Institutional Information (Cost of Attendance, Withdrawal Procedures, Accreditation, etc.)</p>	3 years from date of required disclosure	<p>Online at <a href="http://www.ope.ed.gov">www.ope.ed.gov</a></p> <p>Regents <a href="http://www.regents.state.la.us">www.regents.state.la.us</a> under Data/Publications</p> <p>Catalog and Class Schedules are saved electronically and in hardcopies in the Student Affairs Office</p>

[Back to the top](#)

### 3. FINANCIAL AID

#### Federal Student Financial Aid (SFA) Record Retention Schedule ([see notes 15, & 16](#))

<b>Retention Schedule H</b>			
<b>3.[1]</b>	<b>Table 1: SFA Program Records</b>	<b>Minimal Retention Period</b>	<b>Storage Location</b>
	<p>Program Participation Agreement Accrediting and licensing agency review, approvals and reports State agency reports Audit and review reports</p> <p>Other records pertaining to financial responsibility and standards of administrative capability.</p>	5 years from award year	<p>Chancellor's Office and available form U.S. Department of Education online</p> <p>Chief Financial Officer's files</p>

[Back to the top](#)

<b>3.[2]</b>	<b>Table 2: SFA Fiscal Records</b>	<b>Minimal Retention Period</b>	<b>Storage Location</b>
	<p>Records of SFA program transactions. Bank statements for accounts containing SFA funds</p> <p>Records of student accounts Ledgers identifying SFA transactions</p> <p>Federal work-study payroll records</p> <p>Records supporting data on required reports, such as:</p> <ul style="list-style-type: none"> <li>- SFA program reconciliation reports</li> <li>- Audit reports and school responses</li> <li>- Pell grant statements of accounts</li> </ul> <p>Accrediting and licensing agency reports</p>	5 years from award year	<p>Business office</p> <p>Bursar Bursar Payroll Office</p> <p>Accounting Office</p> <p>Chancellor's Office</p>

[Back to the top](#)

<b>3.[3]</b>	<b>Table 3: Requirements for Specific Aid</b>	<b>Minimal Retention Period</b>	<b>Storage Location</b>
	<p>Campus-based aid (Federal Work Study) Pell Grant Fiscal Operations Report (FISAP)</p> <p>Direct Loans: Borrower's eligibility records</p>	<p>5 yrs from end of award year</p> <p>5 yrs from end of award year student last attended</p>	<p>Electronically in EExpress, COD, and GAPS (U.S. Department of Education software programs)</p>

[Back to the top](#)

3.[4]	<b>Table 4: SFA Recipient Records</b>	<b>Minimal Retention Period</b>	<b>Storage Location</b>
	<p>The Student Aid Report (SAR) or Institutional Student information Record (ISIR)</p> <p>Application data submitted to the Dept. of Education or lender by the school on behalf of the student</p> <p>Documentation of student's eligibility</p> <p>Financial aid history for Transfer students</p> <p>Documentation of student's satisfactory academic progress</p> <p>Documentation of student's program of study and courses enrolled in</p> <p>Data used to establish student's admission, enrollment status, period of enrollment</p> <p>Documents used to verify applicant's data</p> <p>Documentation related to the receipt of aid, such as: Amount of grant, loan, FWS award; and calculations used to determine aid amounts</p> <p>Date and amount of disbursements</p> <p>Documentation of initial or exit loan counseling</p> <p>Reports and forms used for participation in the SFA program</p> <p>Documentation supporting the school's calculation of its completion/graduation or transfer-out rate</p>	5 years from award year	<p>The files of currently students enrolled are stored in the Financial Aid office.</p> <p>The Student Aid Reports (ISIR), Award letters, are stored electronically in EDEXpress</p> <p>Academic data is stored in FxScholar, the college's student database and is accessible to Financial Aid staff</p>

[Back to the top](#)

**Notes:**

1. Although the retention period for the documents listed above is one year, federal legislation, state statutes, or institutional policy may dictate otherwise. The federal legislation governing these records is as follows:
  - VA regulations require that all recruitment materials be retained for three years ([see note 8](#)).
2. Records for applicants who do not enter are not covered by FERPA
3. Some documents from institutions in other countries may be originals and therefore difficult or impossible for the applicant to replace. The records custodian may want to return these documents to the applicant rather than destroy them.
4. The retention periods listed 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 date or semester and year of last attendance.
  - Uniform retention periods allow for the destruction of the entire folder, which will save considerable sorting.
  - Essential data will be recorded on academic records, which are retained permanently.
5. Educational institutions, which participate in federal, state, and private programs of low-interest loans to students, must retain student records of admission and placement for five years after graduation or withdrawal. In the event of an open audit, records must be retained until all questions are resolved
6. VA regulations state that the following student records must be retained for at least three years after termination of enrollment:
  - Previous education or training (transcripts from other colleges and source documents for other nontraditional credit).
  - Evidence of formal admission (acceptance letters). The regulations state that longer retention will not be required unless a written request is received from the General Accounting Office or the VA no later than 30 days prior to the end of the three-year period.
7. Any record recommended for permanent retention should be converted to an electronic format for security even if originals are retained. Periodic backups of all student records should be stored and secured in an off-site location by the Computer Services department.
8. The VA regulations state that the following records must be retained for at least three years after termination of enrollment:
  - Grade reports and/or statements of progress (academic records)
  - Change of course forms
  - Transfer credit evaluation
  - Degree audit records

VA regulations require that all advertising, sales, and enrollment materials (e.g. catalogs) used by or on behalf of the institution be retained three years after the termination of a veteran's enrollment. In addition, records of tuition and fees charged to and collected from students, grade reports and statements of progress (academic records), and previous education and training documents (transfer credit evaluations) be retained for three years.
9. Educational institutions that participate in federal, state, and private programs of low-interest loans to students must retain for three years after graduation or withdrawal students' records of academic progress, attendance, and courses studied according to an amendment of the General Education Provisions Act amended by the Improving America's Schools Act of 1994 (Public Law 103-382). In the event of an open audit, records must be retained until all questions are resolved.
10. No recommended retention period is given for disciplinary action documents, except that they be retained while in force in a file separate from student's academic record
11. 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 (see Retention Schedule F).
12. The VA requires that all records and computations showing compliance with the requirements of the VA Regulation No. 14201 (the 85-15-percent ratio of nonveteran/veteran students for each course) be retained for at least three years. Longer retention will not be required unless a written request is received from the VA not later than 30 days prior to the end of the three-year period.
13. Section 504 of the Rehabilitation Act of 1973 requires that institutions maintain the necessary information and accurate compliance reports in such form that the determination of whether or not an institution is in compliance could be easily ascertained. In addition, racial and ethnic data are required to show the extent to which members of minority groups are beneficiaries of and participants in federally assisted programs. There is no time limit specified in the law.
14. Whenever the recommended retention is the life of the affected record, the retention period of the FERPA document is meant to be the same as that of the student records to which it pertains: students waivers of rights to access to letters of recommendation for example, should be retained until terminated or the letters themselves are destroyed (see Retention Schedules A & B). If the retention period for a record to

which FERPA document pertains is permanent, the FERPA document should also be permanently retained and microfilmed for added security.

15. The statutory requirements of the 1998 HEA amendments and Student Assistance General Provisions, Final Rule (Nov. 1999) require Title IV institutions to maintain and retain records developed in compliance with the *Campus Crime*, *Student Right-to Know* and *Athletic Participation/EADA* disclosure requirements. The records must generally be retained for 3 years subsequent to the required date of disclosure.
16. Sources: Student Financial Aid Handbook, 2003-2004 Award Year, U.S. Department of Education.  
The Blue Book, June 2001

Copies of International Student Documents, if available

Copy of Employment Authorization (work permit), if granted

Copy of Alien Registration Receipt Card (evidence of admissibility as a permanent resident)

1-20 (certificate of eligibility for F-1 visa status)

Copy of 1-94 Card (document issued to non-immigrants; also known as Arrival-Departure Record)

IAP 66 (certificate of eligibility for J-1 visa status)

Passport number

Statement of Educational Costs (shows estimate of total school year costs)

Statement of Financial Responsibility (shows evidence of adequate financial resources)

[Back to the top](#)