Sample Records Dispostion	Schedule		Offic	Office of the Registrar		
	Years to Retain	Applicable Regulations & Guidelines	Regulation /Guideline Recommendation	File Type	Location	Responsible for destruction
Course Records & Other Publications			•	•		
		UC Disposition				
Course Schedule Proofs	1 year	Schedule 1567	0-2	Paper	Sched & Pub	Records Staff
Calcadula Adivates anta	1 1/00	UC Disposition Schedule 1567	0-2	Donor	Sched & Pub	Records Staff
Schedule Adjustments	1 year	UC Disposition	0-2	Paper	Scried & Pub	Records Stair
		Schedule 1562 &	5 yrs then archive &			
Schedule of Classes (SOC)	Permanent	AACRAO Schedule E	Permanent	Electronic	iSIS	Records Staff
Student Records						
		UC Disposition		1		
		Schedule 1564 &				
Academic Records (Computerized/Electronic)	Permanent	AACRAO Schedule C	Permanent	Electronic	iSIS	Records Staff
		UC Disposition				
		Schedule 1564 &	Permanent // 5 years			
Crada Data (alastronia autominaiana)	D	AACRAO Schedule D - Grade Data	after grad or last date	Electronic	:010	Danarda Ctaff
Grade Data (electronic submissions)	Permanent	Grade Data	of attendance	Electronic	iSIS	Records Staff
GOLD Login Information	3 years	None	None	Electronic	GOLD	Records Staff
Student File Documents						
Final Degree Check	5 years after graduation	UC Disposition Schedule 1553 & AACRAO Schedule C - Degree Audit Records	1-10// 5 years after grad or last date of attendance	Electronic	InsideSA	Associate Registrar
Petition for a Name or Data Change	5 years after graduation	AACRAO Schedule C - Name Change & Personal Data Change	5 years after grad or last date of attendance// 1 year after grad or last date of attendance	Electronic	InsideSA	Associate Registrar
	9	UC Disposition 1520 &				3
Petition for Credit by Examination	5 years after graduation	1522 & AACRAO Schedule B- Transfer of CreditPlacement Exam Rec/Scores	1-15// 5 years after grad or last date of attendance	Electronic	InsideSA	Associate Registrar
Miscellaneous Documents				•		
		UC Disposition	Office Transitory	Electronic//Pap		Document
Staff Retreat Agenda & Materials	3 years	Schedule	Records	er	J Drive	Author
Staff Photos - Retreats, Retirement Parties, Department Events, etc.	Not to be retained on departmental drives; copy to disc or flash drive for external storage indefinitely	None	None	Electronic//Pap er	J Drive//Filing Cabinets	Registrar
			Program	<u></u>		
	0	UC Disposition	Adminstration	Electronic//	I Daire	Document
Kick-off Meeting Powerpoint & Agenda	2 years	Schedule	Records	Paper	J Drive	Author
Reports for Campus User Groups	2 years	UC Disposition Schedule	Office Transitory Records	Electronic// Paper	J Drive	Document Author
rzeborra ioi Gambas Osei Gionba	2 years	Oorleadie	ivecoiras	i ahei	ס טוועכ	AutilOl

Not in Student Folders:	Retention	UC Mandate	File Type	Location	Comments
Cancellation of Registration	1 year	1-15 years	Paper	Student Services	
Late Fee Waiver Petition	1 year	1-15 years	Paper	Student Services	
Appeal to Univ. Refund	1 year	1-15 years	Paper	Student Services	
Request for a Fee Waiver	1 year	1-15 years	Paper	Student Serv Unit	
Request for Partial Fee Reduction	1 year	1-15 years	Paper	Student Serv Unit	
Request to Rush Diploma	1 year		Paper	Academic Serv Unit	
	•		•		