

Sample Records Disposition Schedule				Office of the Registrar		
	Years to Retain	Applicable Regulations & Guidelines	Regulation /Guideline Recommendation	File Type	Location	Responsible for destruction
<b>Course Records &amp; Other Publications</b>						
Course Schedule Proofs	1 year	UC Disposition Schedule 1567	0-2	Paper	Sched & Pub	Records Staff
Schedule Adjustments	1 year	UC Disposition Schedule 1567	0-2	Paper	Sched & Pub	Records Staff
Schedule of Classes (SOC)	Permanent	UC Disposition Schedule 1562 & AACRAO Schedule E	5 yrs then archive & Permanent	Electronic	iSIS	Records Staff
<b>Student Records</b>						
Academic Records (Computerized/Electronic)	Permanent	UC Disposition Schedule 1564 & AACRAO Schedule C	Permanent	Electronic	iSIS	Records Staff
Grade Data (electronic submissions)	Permanent	UC Disposition Schedule 1564 & AACRAO Schedule D - Grade Data	Permanent // 5 years after grad or last date of attendance	Electronic	iSIS	Records Staff
GOLD Login Information	3 years	None	None	Electronic	GOLD	Records Staff
<b>Student File Documents</b>						
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
Petition for Credit by Examination	5 years after graduation	UC Disposition 1520 & 1522 & AACRAO Schedule B- Transfer of Credit/Placement Exam Rec/Scores	1-15// 5 years after grad or last date of attendance	Electronic	InsideSA	Associate Registrar
<b>Miscellaneous Documents</b>						
Staff Retreat Agenda & Materials	3 years	UC Disposition Schedule	Office Transitory Records	Electronic//Paper	J Drive	Document 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//Paper	J Drive//Filing Cabinets	Registrar
Kick-off Meeting Powerpoint & Agenda	2 years	UC Disposition Schedule	Program Administration Records	Electronic//Paper	J Drive	Document Author
Reports for Campus User Groups	2 years	UC Disposition Schedule	Office Transitory Records	Electronic//Paper	J Drive	Document Author

<b>Not in Student Folders:</b>	<b>Retention</b>	<b>UC Mandate</b>	<b>File Type</b>	<b>Location</b>	<b>Comments</b>
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	