

## Alaska Christian College Records Retention Schedule

This records retention schedule is based on recommendations developed by the American Association of Collegiate Registrars and Admission Officers' (AACRAO) Retention of Records: Guide for Retention and Disposal of Student Records (2010 edition). All ACC departments that maintain student records in their offices should follow the instructions of this records retention schedule. Because the Registrar's Office is the official repository of ACC student Academic Records, other units on campus are released from the responsibility to maintain student Academic Records for extended periods. Copies of student Academic Records accumulated by other units need not be retained beyond the period of their administrative use in those units' offices. By following this records retention schedule, campus units may dispose of student records and copies of records when their retention is no longer necessary.

Many of the student records covered by this records retention schedule contain confidential information protected by federal and state law. Staff are required to handle and dispose of these confidential records appropriately to protect student privacy.

<b>Record</b>	<b>Retention</b>	<b>Responsible Party</b>
<b>Admissions- Applicants Who Do Not Enroll (Admissions Office)</b>		
Acceptance Letter	1 year after application	Director of Enrollment
Correspondence (ALL)	1 year after application	Director of Enrollment
Waivers of Rights of Access	Until Terminated	Director of Enrollment
Applications	1 year after application	Director of Enrollment
Credit by Examinations (AP credits, CLEP, PEP, etc)	1 year after application	Director of Enrollment
Entrance Examination Reports/Test Scores	1 year after application	Director of Enrollment
Medical Records	1 year after application	Director of Enrollment
Letters of Recommendation	1 year after application	Director of Enrollment
Military Records	1 year after application	Director of Enrollment
Transcripts (high school and college)	1 year after application	Director of Enrollment
<b>Admissions- Applicants Who Enroll</b>		
<b>Record</b>	<b>Retention</b>	<b>Responsible Party</b>
Acceptance Letter	5 years after graduation or date of last attendance	Registrar
Correspondence	5 years after graduation or date of last attendance	Registrar
Recruitment Records	Destroy when admitted	Director of Enrollment
Student Waivers for rights to access to letters of recommendation	Destroy when Letters of Recommendation are destroyed	Registrar
Waivers of Rights of Access	5 years after graduation or date of last attendance	Registrar
Applications for admission	5 years after graduation or date of last attendance	Registrar
Credit by Examinations (AP credits, CLEP, PEP, etc)	5 years after graduation or date of last attendance	Registrar
Entrance Examination Reports/Test Scores	5 years after graduation or date of last attendance	Registrar
Medical Records	5 years after graduation or date of last attendance	VP of Student Services
Reference Forms (admissions)	1 years after graduation or date of last attendance	Registrar
Military Records	5 years after graduation or date of last attendance	Registrar
Placement Tests/Scores	5 years after graduation or date of last attendance	Registrar
Transcripts (high school and college)	5 years after graduation or date of last attendance	Registrar

Letter of Intent to enroll	Destroy after enrollment	Registrar
Roommate Checklist	Destroy after enrollment	Registrar
Criminal Record	5 years after graduation or date of last attendance	Registrar
Tribal ID card/ Government issued picture ID	5 years after graduation or date of last attendance	Registrar
High school transcript request form	Destroy after receiving transcript	Director of Enrollment
<b>Registration and Attendance/Academic Progress Records</b>		
<b>Record</b>	<b>Retention</b>	<b>Responsible Party</b>
Academic Advisement Records	5 years after graduation or date of last attendance	Registrar
Academic Warning	5 years after graduation or date of last attendance	Registrar
Academic Suspension	5 years after graduation or date of last attendance	Registrar
Academic Dismissal	Permanent	Registrar
Academic Records (miscellaneous)	5 years after graduation or date of last attendance	Registrar
Academic Integrity Code Violations	5 years after graduation or date of last attendance	Registrar
Audit Authorization	1 year after date submitted	Registrar
Correspondence (student, related to academic records, inquiries)	5 years after graduation or date of last attendance	Registrar
Disciplinary Action Records	5 years after graduation or date of last attendance	Registrar
Grievance/Complaint (by student, not FERPA or grade dispute)	5 years after graduation or date of last attendance	Registrar
Leave of Absence	5 years after application for leave	Registrar
Petitions	5 years after graduation or date of last attendance	Registrar
ACC Transcripts	Permanent	Registrar
Transcript requests (student)	1 year after date submitted	Registrar
VA certification records	5 years after graduation or date of last attendance	Registrar
Application for Graduation	1 year after graduation or date of last attendance	Registrar
Academic Learning Plan	5 years after graduation or date of last attendance	Registrar
Academic Appeal	5 years after graduation or date of last attendance	Registrar
Exit interview	5 years after graduation or date of last attendance	Registrar
Graduation Lists	Permanent	Registrar
Exams (final)/Graded Coursework	1 year after course completion	
Grade appeal/complaint	1 year after date submitted	Registrar
Class Roster (original grades)	Permanent	Registrar
Grade Change Form	5 years after graduation or date of last attendance	Registrar
Name Change Authorization	5 years after graduation or date of last attendance	Registrar
Transfer Credit Evaluations	5 years after graduation or date of last attendance	Registrar
Tuition and Fee Charges	7 years after graduation or date of last attendance	Financial Manager
Class Schedules (student)	5 years after graduation or date of last attendance	Registrar

Change of Course (add/drop/withdraw)	1 year after date submitted	Registrar
Hold or encumbrance authorization (registration or transcript hold)	Until released	Registrar
Registration/Enrollment records	1 year after date submitted	Registrar
<b>Publications/Statistical Data/Institutional Reports</b>		
<b>Record</b>	<b>Retention</b>	
Academic Catalog	Permanent: transfer 2 copies to Archives each year	Registrar
Commencement Programs	Permanent: transfer 2 copies to Archives each year	Registrar
Degree Statistics	Permanent: transfer 1 copy to Archives each year	Registrar
Enrollment Statistics	Permanent: transfer 1 copy to Archives each year	Registrar
Grade Statistics	Permanent: transfer 1 copy to Archives each year	Registrar
Race/Ethnicity Statistics	Permanent: transfer 1 copy to Archives each year	Registrar
Schedule of Classes	Permanent: transfer 1 copy to Archives each year	Registrar
<b>FERPA (Family Educational Rights and Privacy Act) Records</b>		
<b>Record</b>	<b>Retention</b>	
Request for Formal Hearing	Permanent	Registrar
Request and Disclosure of Personally Identifiable Information	Permanent	Registrar
Student Statement on Content of Records regarding hearing panel decisions	Permanent	Registrar
Student Request for Non-Disclosure of Directory Information	Permanent or until terminated by student	Registrar
Student's Written Consent for Records Disclosure (FERPA form signed when first registering)	Permanent or until terminated by student	Registrar
Waivers for Rights to Access	Permanent or until terminated by student	Registrar
Written Decisions of Hearing Panels	Permanent or until terminated by student	Registrar