

Records/Documents	Retention Schedule
Academic action authorizations (dismissal, etc.)	5 years after graduation or date of last attendance
Academic records (transcripts)	Permanent
Advanced placement and other placement tests records/scores eg., ASSET, Compass, Accuplacer)	5 years after graduation or date of last attendance
Applications for graduation	5 years after graduation or date of last attendance
Applications for admission or readmission (reentry)	5 years after graduation or date of last attendance
Audit authorizations	5 years after date submitted
Change of grade forms (update documents)	Permanent
Class lists (original grade sheets)	Permanent
Class schedules (students)	5 years after graduation or date of last attendance
Correspondence, relevant	5 years after graduation or date of last attendance
Credit by examination reports/scores (eg., Advanced Placements, CLEP)	5 years after graduation or date of last attendance
Curriculum Guides	5 years after graduation or date of last attendance
Degree audit records	5 years after graduation or date of last attendance
Enrollment Verifications	5 years after date submitted
FERPA documents	Permanent
Foreign/International student forms (I-20, etc.)	5 years after graduation or date of last attendance
Graduation lists	Permanent
Graduation authorizations	5 years after graduation or date of last attendance
Name change authorizations	5 years after graduation or date of last attendance
Personal data information forms	5 years after graduation or date of last attendance
Prior Learning Documents	Permanent
Registrations, drop/add, withdrawals, etc.	5 years after graduation or date of last attendance
Transcripts from high school and other colleges	5 years after graduation or date of last attendance
Transcript requests (student)	5 years after date submitted
Transfer credit evaluations	5 years after graduation or date of last attendance