

**LOUISIANA STATE UNIVERSITY AT ALEXANDRIA**  
**Enrollment Services**  
**Retention and Disposal of Student Records Schedule**

**Admissions Data/Documents for Applicants Who Do Not Enroll (whether accepted or rejected)**

Acceptance letters	1 year after application term
Advanced placement records	1 year after application term
Application for admission	1 year after application term
Correspondence, relevant	1 year after application term
Entrance examination reports/test scores (e.g., ACT, SAT, PRAXIS, TOEFL)	Scan and retain a minimum of 1 year after application term
Immunization Documentation	1 year after application term
Military Documents	1 year after application term
Residency classification forms	1 year after application term
Readmission forms	1 year after application term
Transcripts from other colleges (see note 1)	1 year after application term
Transcripts from high school (see note 1)	1 year after application term

Copies of International Student Documents (if available): 1 year after application term

- Copy of Employment Authorization (work permit), if granted
- Copy of Alien Registration Receipt Card (evidence of admissibility as a permanent resident)
- I-20 (certificate of eligibility for F-1 visa status)
- Copy of I-94 Card (document issued to non-immigrants; also known as Arrival-Departure Record)
- Passport number
- Statement of Educational Costs (shows estimate of total school year costs)
- Statement of Financial Responsibility (shows evidence of adequate financial resources)
- TOEFL Score Report (see note 1)

**Procedures:**

Admission documents indicated above will be boxed and labeled with a destruction schedule date. These records will be housed in the Admissions and Records designated storage area for a year and then destroyed by shredding or burning.

Documents to be retained electronically will be scanned during or at the conclusion of the semester they are received, then shredded or burned.

**Notes:**

1. Transcripts received from high schools or colleges in other countries may be difficult or impossible for the applicant to replace. These transcripts will be scanned rather than destroyed and retained as a permanent record.
2. Records for applicants who do not enter are not currently covered by FERPA.

## Admissions Data/Documents for Applicants Who Enroll

Acceptance letters	5 years after graduation or semester of last attendance
Advanced placement records	5 years after graduation or semester of last attendance
Application for admission	5 years after graduation or semester of last attendance
Correspondence, relevant	5 years after graduation or semester of last attendance
Entrance examination reports/test scores (e.g., ACT, SAT, PRAXIS, TOEFL)	5 years after graduation or semester of last attendance
Immunization Documentation	5 years after graduation or semester of last attendance
Military Documents	5 years after graduation or semester of last attendance
Readmission forms	5 years after graduation or semester of last attendance
Residency classification forms	5 years after graduation or semester of last attendance
Transcripts from other colleges (see note 1)	5 years after graduation or semester of last attendance
Transcripts from high school (see note 1)	5 years after graduation or semester of last attendance

Copies of International Student Documents: 5 years after graduation or semester of last attendance

- Copy of Employment Authorization (work permit), if granted
- Copy of Alien Registration Receipt Card (evidence of admissibility as a permanent resident)
- I-20 (certificate of eligibility for F-1 visa status)
- Copy of I-94 Card (document issued to non-immigrants; also known as Arrival-Departure Record)
- Passport number
- Statement of Educational Costs (shows estimate of total school year costs)
- Statement of Financial Responsibility (shows evidence of adequate financial resources)
- TOEFL Score Report (see note 1)

### Procedures:

Admission documents indicated above will be scanned at the conclusion of the semester they are received, then shredded or burned.

### Notes:

1. Transcripts received from high schools or colleges in other countries may be difficult or impossible for the applicant to replace. These transcripts will be scanned rather than destroyed and retained as a permanent record.

## Registration, Recruiting, Enrollment Services, and Attendance/Academic Progress Records

Academic appeals (including notification letter)	5 years after graduation or semester of last attendance (scan, then destroy by shredding or burning)
Applications for graduation	5 years after graduation or semester of last attendance (box, store, then destroy by shredding or burning)
Change of address forms	1 year after semester submitted (scan, then destroy by shredding or burning)
Change of grade forms (update documents)	Permanent (scan, then destroy by shredding or burning)
Credit by examination reports/scores (e.g. Advanced Placement, CLEP, Credit Exams, credit awarded basis ACT)	5 years after graduation or semester of last attendance (scan, then destroy by shredding or burning)

Curriculum change forms	5 years after graduation or semester of last attendance (scan, then destroy by shredding or burning)
Decal application form	2 years after semester submitted (box, store, then destroy by shredding or burning)
Degree audit records (attached to app. for grad.)	5 years after graduation or semester of last attendance (box, store, then destroy by shredding or burning)
Enrollment verification requests (with student signature)	5 years after semester submitted (scan, then destroy by shredding or burning)
Fee assessment forms (fee bills)	5 years after graduation or semester of last attendance (scan, then destroy by shredding or burning)
FERPA documents	(see note 1) (scan, then destroy by shredding or burning)
Final grade lists (originals)	Permanent (scan and keep original copies in the vault)
Graduation lists	Permanent (original copies are archived in Academic Affairs)
Identification Card sign in log	Permanent (retain original in Enrollment Services Office)
Information requests	1 year after semester submitted (store in Recruiting Office, then destroy by shredding)
Ledgers (paper version of transcript)	Permanent (retain in the Records vault)
Name change authorizations	5 years after graduation or semester of last attendance (scan, then destroy by shredding or burning)
Request for course substitution	Permanent (scan, then destroy by shredding or burning)
Request to prevent disclosure of information	5 years after semester submitted (scan, then destroy by shredding or burning)
Request for late withdrawal	1 year after semester submitted (scan, then destroy by shredding or burning)
Request for "I" grade	5 years after graduation or semester of last attendance (scan, keep until grade is converted, then shred)
Resignations	2 years after graduation or semester of last attendance (scan, then destroy by shredding or burning)
Schedule change slips	1 year after semester submitted (scan, then destroy by shredding or burning)
Student Transcripts	Permanent (retain electronic copy in the Student Information System and system back up tapes)
Transcript requests (with student signature)	5 years after semester submitted (box, store, then destroy by shredding or burning)
Transfer credit evaluations (supplemental)	5 years after graduation or semester of last attendance (scan, then destroy by shredding or burning)
Voter declaration statement	2 years after semester submitted (box, store, then destroy by shredding or burning)

**Notes:**

1. 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 student’s educational records; therefore, they must be retained as long as the education records to which they refer are retained by the institution. Requests for disclosure of personally identifiable information made without the student’s consent (e.g. subpoenas) will be scanned and retained permanently.

**Publications, Statistical Data/Documents, and Institutional Reports**

14 <sup>th</sup> day rosters	3 annual years (store in Records vault, then destroy by shredding or burning)
Academic action list	3 annual years (store in Records vault, then destroy by shredding or burning)
Catalogs	Permanent (store copy in Admissions and Records Office)
Cumulative GPA Lists (before and after grades lists)	3 annual years (store in Records vault, then destroy by shredding or burning)
Commencement Program	Permanent (store copy in Admissions and Records Office)
Degree statistics	Permanent (archived in Academic Affairs Office)
Enrollment statistics	Permanent (archived in Institutional Research Office)
Fee Audit (100%, 25%, B-term)	3 annual years (store in records vault; then destroy by shredding or burning)
Grade statistics (grade distribution list)	Permanent (store copy in Registrar’s office)
Registrar’s semester files	Permanent (box, store in designated Records Office storage area)
Schedule of classes (printed booklet)	Permanent (store copy in Records office)

**Electronic Backup Schedule for Student Records**

To safeguard the retention and security of student records, a back up tape of the student information system is made in Computing Services at least every other day and more frequently if needed. The Computing Services staff brings these tapes to be stored in the Records vault as they are produced. As new tapes are brought over, the oldest set of tapes (previous week’s) is returned to Computing Services to be reused.

Docubase (scanned) records are backed up nightly from the Docubase server in the Computing Services Office to tape media. The Computing Services staff brings these tapes to be stored in the Records vault every other day. As new tapes are brought over, the oldest set of tapes (previous week's) is returned to Computing Services to be reused. An additional copy is burned onto a CD-ROM disk as needed. The scanning workstation stores scanned records on a local minidisk. As the minidisks fill, the data is transferred onto a CD-ROM. This CD-ROM is also stored in the Records vault.

Continuing Education uses Aceware for non-credit records. This system is also backed up nightly onto tape media by Computing Services. The Computing Services staff brings these tapes to be stored in the Records vault as they are produced. As new tapes are brought over, the oldest set of tapes (previous week's) is returned to Computing Services to be reused. A second back up CD is also created by the Continuing Education Office once a month and is stored in the Records vault.

Approved by:

\_\_\_\_\_  
Registrar and Director of Enrollment Services

\_\_\_\_\_  
Date

\_\_\_\_\_  
Provost

\_\_\_\_\_  
Date

Note: This schedule should be re-examined following the implementation of the new student information system as the need for retention of some documents may change.

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