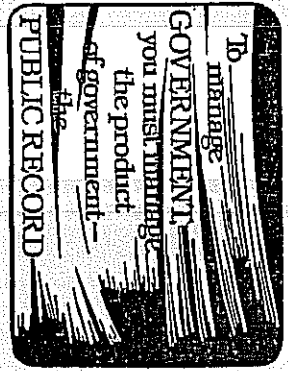


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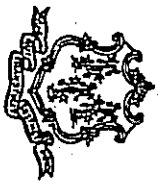


State Agencies' Retention/Disposition Schedule

S5: Student Records Maintained by Connecticut State Institutions of Higher Education

CONTENTS:

- A. Admissions Documents for Applicants Who Do Not Enter
- B. Admissions Documents for Applicants Who Do Enter
- C. Records and Registration Documents
- D. Certification and Statistical Documents
- E. Financial Aid Documents



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State Agencies' Retention/Disposition Schedule S5:
STUDENT RECORDS MAINTAINED BY CONNECTICUT STATE INSTITUTIONS OF HIGHER EDUCATION

Item Number	Record Series Title	Minimum Retention Period	Disposition
A. ADMISSIONS DOCUMENTS-FOR APPLICANTS WHO DO NOT ENTER			
SS-010	Acceptance Letters	2 years	destroy ¹
SS-020	Advanced Placement Records	2 years	destroy ¹
SS-030	Applications for Admission	2 years	destroy ¹
SS-040	Correspondence, Relevant	2 years	destroy ¹
SS-050	Entrance Examination Reports (ACT, CEEB)	2 years	destroy ¹
SS-060	Interview Reports	2 years	destroy ¹
SS-070	Letters of Recommendation	2 years	destroy ¹
SS-080	Placement Scores	2 years	destroy ¹
SS-090	Readmission Forms	2 years	destroy ¹
SS-100	Test Scores	2 years	destroy ¹
SS-110	Transcripts - Other Colleges	2 years	destroy ¹
SS-120	Transcripts - High School	2 years	destroy ¹

Notes at end of Schedule

Schedule SS- Higher Education, p.2

Item Number	Record Series Title	Minimum Retention Required	Disposition
B. ADMISSIONS DOCUMENTS-FOR APPLICANTS WHO ENTER			
SS-130	Acceptance Letters	5 years	destroy ¹
SS-140	Advanced Placement Records	5 years	destroy ¹
SS-150	Applications for Admission/Readmission	5 years	destroy ¹
SS-160	Correspondence	5 years	destroy ¹
SS-170	Entrance Examination Reports (ACT, CEEB)	5 years	destroy ¹
SS-180	Interview Reports	No requirement	destroy ¹
SS-190	Letters of Recommendation	Until admitted (See FERPA)	destroy ¹
SS-200	Placement Scores	5 years	destroy ¹
SS-210	Residency Classification Forms	5 years	destroy ¹
SS-220	Student Waivers for Rights of Access to see Letters of Recommendation for Admission	Varies, depending upon institutional policy (See FERPA)	destroy ¹
SS-230	Test Scores	5 years	destroy ¹
SS-240	Transcripts - Other Colleges	5 years	destroy ¹

Notes at end of Schedule

Schedule SS - Higher Education, p.3

Item Number	Record Series Title	Minimum Retention Required	Disposition
C. RECORDS AND REGISTRATION DOCUMENTS			
SS-250	Transcripts - High School	5 years	destroy ¹
SS-260	Academic Action Authorizations (Dismissal, etc.) (Copy of letter sent to inform student)	5 years	destroy ¹
SS-270	Academic Records (Including Narrative Evaluations, Competency Assessments, etc.)	Permanent (See note C.b)	retain permanently
SS-280	Applications for Graduation	1 year	destroy ¹
SS-290	Audit/Credit/No Credit Approval forms	No requirement	destroy ¹
SS-300	Catalogs	Permanent	retain permanently
SS-310	Change of Course Forms (Add/Drop)	No requirement	destroy ¹
SS-320	Change of Grade Forms (Update Documents)	5 years (see note C.c)	destroy ¹
SS-330	Change of Major/Curriculum Authorizations	5 years	destroy ¹
SS-340	Commencement Programs/Graduation Lists	Permanent	retain permanently
SS-350	Course Substitution	5 years	destroy ¹
SS-360	Credit by Examination Forms	5 years	destroy ¹
SS-370	FERPA Documents	Refer to FERPA provisions	

Notes at end of Schedule

Schedule S5 - Higher Education, p.4

Item Number	Record Series Title	Minimum Retention Required	Disposition
C. RECORDS AND REGISTRATION DOCUMENTS CONTINUED			
SS-380	Final Grade Sheets	Permanent	retain permanently
SS-390	Foreign Student Forms	5 years (see note C.d)	destroy ¹
SS-400	Grade Reports - Registrar's Copies	No requirement	destroy ¹
SS-410	Graduation Authorizations (Degree Audits)	No requirement	destroy ¹
SS-420	Hold or Encumbrance Authorizations	Until released	destroy ¹
SS-430	Independent Study Forms	No requirement	destroy ¹
SS-440	Name Change Authorizations	5 years	destroy ¹
SS-450	Pass/Fail Requests	No requirement	destroy ¹
SS-460	Personal Data Information Forms (Name, address, phone changes)	No requirement	destroy ¹
SS-470	Registration Forms	No requirement	destroy ¹
SS-480	Schedule/Directory of Classes	Permanent	retain permanently
SS-490	Transcript Requests - Student	No requirement	destroy ¹
SS-500	Transfer Credit Evaluations	5 years	destroy ¹

Notes at end of Schedule

Schedule SS- Higher Education, p.5

Item Number	Record Series Title	Minimum Retention Required	Disposition
C. RECORDS AND REGISTRATION DOCUMENTS CONTINUED			
SS-510	Withdrawal Authorizations	5 years	destroy ¹
D. CERTIFICATION AND STATISTICAL DOCUMENTS			
SS-520	Degree Statistics	Permanent	retain permanently
SS-530	Enrollment Statistics	Permanent	retain permanently
SS-540	Enrollment Verifications	No requirement	destroy ¹
SS-550	Grade Statistics	Permanent	retain permanently
SS-560	Racial/Ethnic Statistics	Permanent	retain permanently
SS-570	Social Security Certifications	No requirement	destroy ¹
SS-580	Veterans Administration Certifications	5 years	destroy ¹
E. FINANCIAL AID DOCUMENTS			
SS-590	a. Guaranteed student loan program records	5 years	destroy ¹
SS-595	b. Pell grant program records	5 years	destroy ¹
SS-600	c. Student financial aid records	5 years	destroy ¹
SS-605	d. Supplemental educational opportunity grant records	5 years	destroy ¹

NOTES

A. Admissions Documents - for applicants who do not enter

- a) The retention period begins as of date of application.
- b) The records for applicants who do not enter were not covered by the Family Education Rights and Privacy act (FERPA) of 1974, as amended.

B. Admissions Documents - for applicants who enter

- a) The retention period begins as of date of graduation or date of last enrollment.
- b) Educational institutions which participate in federal, state, and private programs of low-interest loans to students must retain student records of admission and placement for five years after graduation or withdrawal. In the event of an open audit, records must be retained until all questions are resolved.

C. Records and Registration Documents

- a) The retention period begins as of the date of graduation or date of last enrollment.
- b) Although student records created and maintained by medical and dental schools are usually narrative assessment of academic progress and/or clinical practice, for purposes of this retention schedule, such records are included in the same category as the academic record.
- c) Although the actual change of grade form is not a permanent record, some indication that the grade has been changed must be maintained permanently.
- d) Immigration and Naturalization Service states that the school must keep a records used to comply with the reporting requirements for at least one year. Since many items included in foreign students' records are to be retained for at least five years, it is recommended that INS documentation also be retained five years.

D. Certification and Statistical Documents

- a) The retention period begins as of the date of graduation or date of last enrollment.

E. Financial Documents

- a) The retention period begins at the end of the period for which the loan/aid is given.

Institutions may destroy records only after they have received approval in the form of a signed "Records Disposal Authorization" (RC-108, rev. 1/1999).