
Winona State University

Record Retention Schedule

August 18, 2010

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Document Type	Save Paper Y/N	Paper Retention Period	Electronic Retention Period	Statute	Vital? Y/N	Archival? Y/N
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Academic Department Student Records

Any Official Student Records held by Academic Departments	Yes (No if imaged)	5 Years After Last Attendance	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
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*Financial Documents may be retained as long as needed based upon University Audit.

Document Type	Save Paper Y/N	Paper Retention Period	Electronic Retention Period	Statute	Vital? Y/N	Archival? Y/N
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Advising & Retention

Advising Intake Forms	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Class Schedules	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Counseling Report	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Long Range Advising Form	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Misc Advising Documents	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Placement Score Report	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Probation Meeting Record	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Program Planning Sheet	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		

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Document Type	Save Paper Y/N	Paper Retention Period	Electronic Retention Period	Statute	Vital? Y/N	Archival? Y/N
Suspension Notices	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		

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Document Type	Save Paper Y/N	Paper Retention Period	Electronic Retention Period	Statute	Vital? Y/N	Archival? Y/N
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Faculty Student Records

Any Official Student Records held by University faculty	Yes (No if imaged)	5 Years After Last Attendance	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Any Personal Student Record held by University Faculty		No Retention Requirement				

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Document Type	Save Paper Y/N	Paper Retention Period	Electronic Retention Period	Statute	Vital? Y/N	Archival? Y/N
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Financial Aid

Alternative Loan Worksheet	Yes	Minimum of 3 Years after Last Award Year	5 Years After Last Attendance	C.F.R. 34 § 668.24		
Application and Promissory Note for Alternative Loans	Yes	Minimum of 3 Years after Last Award Year	5 Years After Last Attendance	C.F.R. 34 § 668.24		
Award Letters	Yes	Minimum of 3 Years after Last Award Year	5 Years After Last Attendance	C.F.R. 34 § 668.24		
Budget Increases	Yes	Minimum of 3 Years after Last Award Year	5 Years After Last Attendance	C.F.R. 34 § 668.24		
Child Care Grants	Yes	Minimum of 3 Years after Last Award Year	5 Years After Last Attendance	C.F.R. 34 § 668.24		
Citizenship Documentation	Yes	Minimum of 3 Years after Last Award Year	5 Years After Last Attendance	C.F.R. 34 § 668.24		
Consortium Agreements for visiting Students	Yes	Minimum of 3 Years after Last Award Year	5 Years After Last Attendance	C.F.R. 34 § 668.24		
Consortium Agreements Home or Visiting Campus	Yes	Minimum of 3 Years after Last Award Year	5 Years After Last Attendance	C.F.R. 34 § 668.24		

*Financial Documents may be retained as long as needed based upon University Audit.

Document Type	Save Paper Y/N	Paper Retention Period	Electronic Retention Period	Statute	Vital? Y/N	Archival? Y/N
County Human Services Financial Aid Forms	Yes	Minimum of 3 Years after Last Award Year	5 Years After Last Attendance	C.F.R. 34 § 668.24		
DD214	Yes	Minimum of 3 Years after Last Award Year	5 Years After Last Attendance	C.F.R. 34 § 668.24		
Dependency Override Form	Yes	Minimum of 3 Years after Last Award Year	5 Years After Last Attendance	C.F.R. 34 § 668.24		
Dislocated Worker Documentation	Yes	Minimum of 3 Years after Last Award Year	5 Years After Last Attendance	C.F.R. 34 § 668.24		
Drug Conviction Certificate	Yes	Minimum of 3 Years after Last Award Year	5 Years After Last Attendance	C.F.R. 34 § 668.24		
Dual Enrollment	Yes	Minimum of 3 Years after Last Award Year	5 Years After Last Attendance	C.F.R. 34 § 668.24		
DVR Papers	Yes	Minimum of 3 Years after Last Award Year	5 Years After Last Attendance	C.F.R. 34 § 668.24		
Educational Plans Certificate	Yes	Minimum of 3 Years after Last Award Year	5 Years After Last Attendance	C.F.R. 34 § 668.24		
Electronic Loan Transfer Sheet	Yes	Minimum of 3 Years after Last Award Year	5 Years After Last Attendance	C.F.R. 34 § 668.24		

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Document Type	Save Paper Y/N	Paper Retention Period	Electronic Retention Period	Statute	Vital? Y/N	Archival? Y/N
Entrance Detail Report	Yes	Minimum of 3 Years after Last Award Year	5 Years After Last Attendance	C.F.R. 34 § 668.24		
Exit Detail Report	Yes	Minimum of 3 Years after Last Award Year	5 Years After Last Attendance	C.F.R. 34 § 668.24		
Exit Loan Counseling History and Letters	Yes	Minimum of 3 Years after Last Award Year	5 Years After Last Attendance	C.F.R. 34 § 668.24		
FA Independent Status Documentation	Yes	Minimum of 3 Years after Last Award Year	5 Years After Last Attendance	C.F.R. 34 § 668.24		
FAFSA Rejection Information	Yes	Minimum of 3 Years after Last Award Year	5 Years After Last Attendance	C.F.R. 34 § 668.24		
Federal PLUS Loan Application and Master Promissory	Yes	Minimum of 3 Years after Last Award Year	5 Years After Last Attendance	C.F.R. 34 § 668.24		
Federal PLUS Loan Info and School Certification	Yes	Minimum of 3 Years after Last Award Year	5 Years After Last Attendance	C.F.R. 34 § 668.24		
Federal Stafford Loan Mast Promissory Note	Yes	Minimum of 3 Years after Last Award Year	5 Years After Last Attendance	C.F.R. 34 § 668.24		
Financial Aid Correspondence	Yes	Minimum of 3 Years after Last Award Year	5 Years After Last Attendance	C.F.R. 34 § 668.24		

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Document Type	Save Paper Y/N	Paper Retention Period	Electronic Retention Period	Statute	Vital? Y/N	Archival? Y/N
Financial Aid Direct Loan Authorization Form	Yes	Minimum of 3 Years after Last Award Year	5 Years After Last Attendance	C.F.R. 34 § 668.24		
Financial Aid Loan Correspondence	Yes	Minimum of 3 Years after Last Award Year	5 Years After Last Attendance	C.F.R. 34 § 668.24		
GRE Fee Wavier Form	Yes	Minimum of 3 Years after Last Award Year	5 Years After Last Attendance	C.F.R. 34 § 668.24		
Housing Verification Sheet	Yes	Minimum of 3 Years after Last Award Year	5 Years After Last Attendance	C.F.R. 34 § 668.24		
Indian Scholarship Applications	Yes	Minimum of 3 Years after Last Award Year	5 Years After Last Attendance	C.F.R. 34 § 668.24		
ISIRS	Yes	Minimum of 3 Years after Last Award Year	5 Years After Last Attendance	C.F.R. 34 § 668.24		
Loan Certification Sheet	Yes	Minimum of 3 Years after Last Award Year	5 Years After Last Attendance	C.F.R. 34 § 668.24		
Loan Denial Letters	Yes	Minimum of 3 Years after Last Award Year	5 Years After Last Attendance	C.F.R. 34 § 668.24		
Loan Disclosure Statements	Yes	Minimum of 3 Years after Last Award Year	5 Years After Last Attendance	C.F.R. 34 § 668.24		

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Document Type	Save Paper Y/N	Paper Retention Period	Electronic Retention Period	Statute	Vital? Y/N	Archival? Y/N
Marriage Certificate	Yes	Minimum of 3 Years after Last Award Year	5 Years After Last Attendance	C.F.R. 34 § 668.24		
Minnesota Tuition Wavier Applications	Yes	Minimum of 3 Years after Last Award Year	5 Years After Last Attendance	C.F.R. 34 § 668.24		
MN Dept of Human Services Financial Aid Form	Yes	Minimum of 3 Years after Last Award Year	5 Years After Last Attendance	C.F.R. 34 § 668.24		
MN Self Loan Request Form	Yes	Minimum of 3 Years after Last Award Year	5 Years After Last Attendance	C.F.R. 34 § 668.24		
MN State Grant Unit Count	Yes	Minimum of 3 Years after Last Award Year	5 Years After Last Attendance	C.F.R. 34 § 668.24		
MNGI Bill	Yes	Minimum of 3 Years after Last Award Year	5 Years After Last Attendance	C.F.R. 34 § 668.24		
NCAA Report	Yes	Minimum of 3 Years after Last Award Year	5 Years After Last Attendance	C.F.R. 34 § 668.24		
Notification of Returned Student Loan Proceeds	Yes	Minimum of 3 Years after Last Award Year	5 Years After Last Attendance	C.F.R. 34 § 668.24		
NSLDS Loan History including Pell	Yes	Minimum of 3 Years after Last Award Year	5 Years After Last Attendance	C.F.R. 34 § 668.24		

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Document Type	Save Paper Y/N	Paper Retention Period	Electronic Retention Period	Statute	Vital? Y/N	Archival? Y/N
NSLDS Transfer Student Monitoring/Financial	Yes	Minimum of 3 Years after Last Award Year	5 Years After Last Attendance	C.F.R. 34 § 668.24		
Orphan/Ward of the Courts Forms	Yes	Minimum of 3 Years after Last Award Year	5 Years After Last Attendance	C.F.R. 34 § 668.24		
Parent Tax Returns	Yes	Minimum of 3 Years after Last Award Year	5 Years After Last Attendance	C.F.R. 34 § 668.24		
Parent W2 and 1099	Yes	Minimum of 3 Years after Last Award Year	5 Years After Last Attendance	C.F.R. 34 § 668.24		
Public Service Officer Survivor Grant Form	Yes	Minimum of 3 Years after Last Award Year	5 Years After Last Attendance	C.F.R. 34 § 668.24		
Satisfactory Progress Letters To and From Students	Yes	Minimum of 3 Years after Last Award Year	5 Years After Last Attendance	C.F.R. 34 § 668.24		
Satisfactory Progress Review Form	Yes	Minimum of 3 Years after Last Award Year	5 Years After Last Attendance	C.F.R. 34 § 668.24		
Scholarship Documents	Yes	Minimum of 3 Years after Last Award Year	5 Years After Last Attendance	C.F.R. 34 § 668.24		
Scholarship Information	Yes	Minimum of 3 Years after Last Award Year	5 Years After Last Attendance	C.F.R. 34 § 668.24		

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Document Type	Save Paper Y/N	Paper Retention Period	Electronic Retention Period	Statute	Vital? Y/N	Archival? Y/N
Selective Service Documentation	Yes	Minimum of 3 Years after Last Award Year	5 Years After Last Attendance	C.F.R. 34 § 668.24		
Short Term Emergency Loan Form	Yes	Minimum of 3 Years after Last Award Year	5 Years After Last Attendance	C.F.R. 34 § 668.24		
Special Condition Information	Yes	Minimum of 3 Years after Last Award Year	5 Years After Last Attendance	C.F.R. 34 § 668.24		
Special Conditions Form	Yes	Minimum of 3 Years after Last Award Year	5 Years After Last Attendance	C.F.R. 34 § 668.24		
Stafford Loan School Cert	Yes	Minimum of 3 Years after Last Award Year	5 Years After Last Attendance	C.F.R. 34 § 668.24		
Student Aid Report	Yes	Minimum of 3 Years after Last Award Year	5 Years After Last Attendance	C.F.R. 34 § 668.24		
Student Tax Returns	Yes	Minimum of 3 Years after Last Award Year	5 Years After Last Attendance	C.F.R. 34 § 668.24		
Student W2 and 1099	Yes	Minimum of 3 Years after Last Award Year	5 Years After Last Attendance	C.F.R. 34 § 668.24		
Summer Aid Applications	Yes	Minimum of 3 Years after Last Award Year	5 Years After Last Attendance	C.F.R. 34 § 668.24		

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Document Type	Save Paper Y/N	Paper Retention Period	Electronic Retention Period	Statute	Vital? Y/N	Archival? Y/N
Teach Grant Materials	Yes	Minimum of 3 Years after Last Award Year	5 Years After Last Attendance	C.F.R. 34 § 668.24		
Tracking Letters	Yes	Minimum of 3 Years after Last Award Year	5 Years After Last Attendance	C.F.R. 34 § 668.24		
Verification Worksheet (IVF Form)	Yes	Minimum of 3 Years after Last Award Year	5 Years After Last Attendance	C.F.R. 34 § 668.24		

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Document Type	Save Paper Y/N	Paper Retention Period	Electronic Retention Period	Statute	Vital? Y/N	Archival? Y/N
<u>Graduate Studies</u>						
Candidacy Form	Yes	Permanent	Permanent	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Certificate of Baccalaureate Degree Form	Yes	Permanent	Permanent	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Certificate of Completion Application	Yes	Permanent	Permanent	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Certificate of Completion for Post Masters Application	Yes	Permanent	Permanent	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Certificate of Licensure Program Plan	Yes	Permanent	Permanent	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Complete Comprehensive Exam & Intent to Take	Yes	Permanent	Permanent	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Completion of Additional Major	Yes	Permanent	Permanent	M.S. 138.17 M.S. 15.17 M.S. 138.19		
DNP Qual Comm App Form	Yes	Permanent	Permanent	M.S. 138.17 M.S. 15.17 M.S. 138.19		

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Document Type	Save Paper Y/N	Paper Retention Period	Electronic Retention Period	Statute	Vital? Y/N	Archival? Y/N
Final Department Certification of Master's Degree	Yes	Permanent	Permanent	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Grad Request for Extension Form	Yes	Permanent	Permanent	M.S. 138.17 M.S. 15.17 M.S. 138.19		
GradMisc Correspondence	Yes	Permanent	Permanent	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Graduate Appeals	Yes	Permanent	Permanent	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Non Thesis Program	Yes	Permanent	Permanent	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Notice of Graduate Status	Yes	Permanent	Permanent	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Planning Program Form	Yes	Permanent	Permanent	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Program Completion App for CE	Yes	Permanent	Permanent	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Program Completion Application	Yes	Permanent	Permanent	M.S. 138.17 M.S. 15.17 M.S. 138.19		

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Document Type	Save Paper Y/N	Paper Retention Period	Electronic Retention Period	Statute	Vital? Y/N	Archival? Y/N
Research Approval Form	Yes	Permanent	Permanent	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Thesis Bindery Certificate	Yes	Permanent	Permanent	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Thesis Program	Yes	Permanent	Permanent	M.S. 138.17 M.S. 15.17 M.S. 138.19		

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Document Type	Save Paper Y/N	Paper Retention Period	Electronic Retention Period	Statute	Vital? Y/N	Archival? Y/N
<u>Graduate Studies</u>						
Additional Major Form	Yes	5 Years After Last Attendance	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Capstone	Yes	5 Years After Last Attendance	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Doctorate Nursing App	Yes	5 Years After Last Attendance	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Formal Admit to English Graduate Program	Yes	5 Years After Last Attendance	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Graduate Graduation Application	Yes	5 Years After Last Attendance	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Graduate Graduation Review Form	Yes	5 Years After Last Attendance	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Graduate Nursing Application	Yes	5 Years After Last Attendance	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Graduate Special Application	Yes	5 Years After Last Attendance	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		

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Document Type	Save Paper Y/N	Paper Retention Period	Electronic Retention Period	Statute	Vital? Y/N	Archival? Y/N
Graduate Student Survey	Yes	5 Years After Last Attendance	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
MS and MA Admissions Applications	Yes	5 Years After Last Attendance	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Reduced Student Fee Authorization	Yes	5 Years After Last Attendance	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Report of Successful Thesis Defense	Yes	5 Years After Last Attendance	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Specialist Application for Admissions	Yes	5 Years After Last Attendance	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		

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Document Type	Save Paper Y/N	Paper Retention Period	Electronic Retention Period	Statute	Vital? Y/N	Archival? Y/N
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Housing

Housing Application	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Housing Cancellations	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Housing Change of On-Campus Meal Plan	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Housing Check-Out Form	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Housing Correspondence	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Housing EL Refund Penalty Schedule	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Housing EL Summer Applications	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Housing Emergency Response Card	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Housing Misc	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		

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Document Type	Save Paper Y/N	Paper Retention Period	Electronic Retention Period	Statute	Vital? Y/N	Archival? Y/N
Housing Off-Campus Meal Plan	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Housing On-Campus Meal Plan	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Housing Prepayment Receipt	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Housing Room Change Request	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Housing WSU Agreement	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		

*Financial Documents may be retained as long as needed based upon University Audit.

Document Type	Save Paper Y/N	Paper Retention Period	Electronic Retention Period	Statute	Vital? Y/N	Archival? Y/N
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Human Resources Student Records

Any Student Record held by Human Resources Department	Minimum 5 years after last attendance	Please see Human Resources for more information
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*Financial Documents may be retained as long as needed based upon University Audit.

Document Type	Save Paper Y/N	Paper Retention Period	Electronic Retention Period	Statute	Vital? Y/N	Archival? Y/N
<u>International</u>						
Affidavit of Support	Yes	5 Years After Last Attendance	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
I-538 Form	Yes	5 Years After Last Attendance	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
I-765 Form	Yes	5 Years After Last Attendance	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
I-94 Form	Yes	5 Years After Last Attendance	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Intl Accounts	Yes	5 Years After Last Attendance	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Intl Address/Phone Change Form	Yes	5 Years After Last Attendance	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Intl Admissions Letter	Yes	5 Years After Last Attendance	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Intl Alien Change of Address Card	Yes	5 Years After Last Attendance	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		

*Financial Documents may be retained as long as needed based upon University Audit.

Document Type	Save Paper Y/N	Paper Retention Period	Electronic Retention Period	Statute	Vital? Y/N	Archival? Y/N
Intl Birth Certificate	Yes	5 Years After Last Attendance	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Intl Class Description	Yes	5 Years After Last Attendance	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Intl Course Eval	Yes	5 Years After Last Attendance	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Intl Cross Cultural Scholarship Application	Yes	5 Years After Last Attendance	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Intl Curricular Practical Training	Yes	5 Years After Last Attendance	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Intl ELC	Yes	5 Years After Last Attendance	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Intl Emergency Contact Card	Yes	5 Years After Last Attendance	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Intl Emergency Work Permit	Yes	5 Years After Last Attendance	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Intl Employee Authorization Card	Yes	5 Years After Last Attendance	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		

*Financial Documents may be retained as long as needed based upon University Audit.

Document Type	Save Paper Y/N	Paper Retention Period	Electronic Retention Period	Statute	Vital? Y/N	Archival? Y/N
Intl Financial Statements and Bank Verifications	Yes	5 Years After Last Attendance	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Intl High School Certificate	Yes	5 Years After Last Attendance	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Intl I-20 Form	Yes	5 Years After Last Attendance	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Intl I-20 Signature Request Form	Yes	5 Years After Last Attendance	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Intl I-515A Form	Yes	5 Years After Last Attendance	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Intl Mark Sheet/HS Transcript List	Yes	5 Years After Last Attendance	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Intl Misc Documents	Yes	5 Years After Last Attendance	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Intl Name Change Certificate	Yes	5 Years After Last Attendance	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Intl Notary Public Data Sheets	Yes	5 Years After Last Attendance	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		

*Financial Documents may be retained as long as needed based upon University Audit.

Document Type	Save Paper Y/N	Paper Retention Period	Electronic Retention Period	Statute	Vital? Y/N	Archival? Y/N
Intl OPT Application	Yes	5 Years After Last Attendance	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Intl Passport	Yes	5 Years After Last Attendance	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Intl Reduced Course Load	Yes	5 Years After Last Attendance	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Intl Scholarship Appeal	Yes	5 Years After Last Attendance	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Intl Signature Card	Yes	5 Years After Last Attendance	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Intl Society Security Verification	Yes	5 Years After Last Attendance	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Intl Student Application	Yes	5 Years After Last Attendance	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Intl Syllabus	Yes	5 Years After Last Attendance	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Intl Transfer Recommendation Form	Yes	5 Years After Last Attendance	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		

*Financial Documents may be retained as long as needed based upon University Audit.

Document Type	Save Paper Y/N	Paper Retention Period	Electronic Retention Period	Statute	Vital? Y/N	Archival? Y/N
Intl VISA	Yes	5 Years After Last Attendance	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
SEVIS Information	Yes	5 Years After Last Attendance	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
TOEFL Scores and Documentation	Yes	5 Years After Last Attendance	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		

*Financial Documents may be retained as long as needed based upon University Audit.

Document Type	Save Paper Y/N	Paper Retention Period	Electronic Retention Period	Statute	Vital? Y/N	Archival? Y/N
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Parking

Parking Application	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Test Parking	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		

*Financial Documents may be retained as long as needed based upon University Audit.

Document Type	Save Paper Y/N	Paper Retention Period	Electronic Retention Period	Statute	Vital? Y/N	Archival? Y/N
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Student Employment Records

Any Student Employment Records held by Business Office	Minimum 5 years after last attendance	Please see Business office for more information
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*Financial Documents may be retained as long as needed based upon University Audit.

Document Type	Save Paper Y/N	Paper Retention Period	Electronic Retention Period	Statute	Vital? Y/N	Archival? Y/N
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Student Finance

Requition for Purchase-1400 Form	Yes	5 Years After Last Attendance	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Affidavit of Educational Purpose	Yes	5 Years After Last Attendance	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Certified Mail Receipts	Yes	5 Years After Last Attendance	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Close Out Form	Yes	5 Years After Last Attendance	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Collection Letters	Yes	5 Years After Last Attendance	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Current Billing Statements	Yes	5 Years After Last Attendance	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Dorm Check In Out Form	Yes	5 Years After Last Attendance	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Emergency Loan Application	Yes	5 Years After Last Attendance	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		

*Financial Documents may be retained as long as needed based upon University Audit.

Document Type	Save Paper Y/N	Paper Retention Period	Electronic Retention Period	Statute	Vital? Y/N	Archival? Y/N
Litigation Authorization Request	Yes	5 Years After Last Attendance	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Court & Legal Documentation	Yes	5 Years After Last Attendance	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Loan Verification Consolidation	Yes	5 Years After Last Attendance	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Misc Student Finance Documents	Yes	5 Years After Last Attendance	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Notice and Demand of NSF Payment	Yes	5 Years After Last Attendance	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
NSF Check	Yes	5 Years After Last Attendance	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Past Milling Statements	Yes	5 Years After Last Attendance	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Placement Escalation Notice	Yes	5 Years After Last Attendance	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Placement Form	Yes	5 Years After Last Attendance	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		

*Financial Documents may be retained as long as needed based upon University Audit.

Document Type	Save Paper Y/N	Paper Retention Period	Electronic Retention Period	Statute	Vital? Y/N	Archival? Y/N
Prom Note Signature Page	Yes	5 Years After Last Attendance	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Proof of Death, Disability, or Bankruptcy	Yes	5 Years After Last Attendance	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Right of Responsibility	Yes	5 Years After Last Attendance	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Short Term Loan Application	Yes	5 Years After Last Attendance	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Skip Trace	Yes	5 Years After Last Attendance	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Student Financial Special Correspondence	Yes	5 Years After Last Attendance	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Tier 2 Assessments	Yes	5 Years After Last Attendance	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Write Off Approval Page	Yes	5 Years After Last Attendance	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Write Offs	Yes	5 Years After Last Attendance	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		

*Financial Documents may be retained as long as needed based upon University Audit.

Document Type	Save Paper Y/N	Paper Retention Period	Electronic Retention Period	Statute	Vital? Y/N	Archival? Y/N
<u>Student Finance</u>						
Perkins Assignment Form	Yes	3 Years After the Award Year	3 Years After the Award Year	C.F.R. 34 § 668.24		
Perkins Loan Exit	Yes	3 Years After the Award Year	3 Years After the Award Year	C.F.R. 34 § 668.24		
Perkins Paid in Full Letters	Yes	3 Years After the Award Year	3 Years After the Award Year	C.F.R. 34 § 668.24		
Perkins Cancellations	Yes	3 Years From the Date a Loan is Assigned,	3 Years From the Date a Loan is Assigned,	C.F.R. 34 § 668.24		
Perkins Deferments	Yes	3 Years From the Date a Loan is Assigned,	3 Years From the Date a Loan is Assigned,	C.F.R. 34 § 668.24		
List of Payments	Yes	3 Years From the Date a Loan is Assigned,	3 Years From the Date a Loan is Assigned,	C.F.R. 34 § 668.24		

*Financial Documents may be retained as long as needed based upon University Audit.

Document Type	Save Paper Y/N	Paper Retention Period	Electronic Retention Period	Statute	Vital? Y/N	Archival? Y/N
<u>Student Records</u>						
64 Credit Matriculation and Transfer Request	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Academic Conduct	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Academic Program Correspondence	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
ACT,SAT,TOEFL Test Scores	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Address Change Form	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Admission Recommendation Letter	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Admissions Appeal	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Advisor Change Form	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		

*Financial Documents may be retained as long as needed based upon University Audit.

Document Type	Save Paper Y/N	Paper Retention Period	Electronic Retention Period	Statute	Vital? Y/N	Archival? Y/N
AEP Adult Entry	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
AP IB CLEP	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Canceled	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Change of Term	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Class Permit Card (Blue Card)	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Class Schedule	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Common Market Passport	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Consortium Credits	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Cooperative Programs	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		

*Financial Documents may be retained as long as needed based upon University Audit.

Document Type	Save Paper Y/N	Paper Retention Period	Electronic Retention Period	Statute	Vital? Y/N	Archival? Y/N
Course Equivalency	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Credit by Exam	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
DARS Report	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
DARS Update Request	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Data Privacy Request	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Deceased Documentation	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Declaration of Major Form	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Different Culture Requirement Waiver	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Diploma Request	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		

*Financial Documents may be retained as long as needed based upon University Audit.

Document Type	Save Paper Y/N	Paper Retention Period	Electronic Retention Period	Statute	Vital? Y/N	Archival? Y/N
Enrollment Cancellation Notice	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Enrollment Verification Request	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
FERPA Student Record Access Permission	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
FERPA Waivers	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Four Year Grad Contract	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Freshman Application	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Graduation Correspondence	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
GRE an GMAT exams and Miller Analogies Test	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Independent Study Application	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		

*Financial Documents may be retained as long as needed based upon University Audit.

Document Type	Save Paper Y/N	Paper Retention Period	Electronic Retention Period	Statute	Vital? Y/N	Archival? Y/N
Intent to Return	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Internship Applications	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
June Registration Response Cards	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Library 9	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Life Experience	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Misc Correspondence	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Name Change Form	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Non-Matric Student Enrollment Form	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Placement Test Scores	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		

*Financial Documents may be retained as long as needed based upon University Audit.

Document Type	Save Paper Y/N	Paper Retention Period	Electronic Retention Period	Statute	Vital? Y/N	Archival? Y/N
Post back Application	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Professional Studies Goal Statement	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Provisional Admit Agreement	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
PSEO Application	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
PSEO State Form	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Reinstatement Form	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Repeated Course Notice	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
RNBS Application	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
RNBS Completion Program	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		

*Financial Documents may be retained as long as needed based upon University Audit.

Document Type	Save Paper Y/N	Paper Retention Period	Electronic Retention Period	Statute	Vital? Y/N	Archival? Y/N
Rochester Registration Form	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Scholarship Appeal	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Scholarship Confirmation	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Special High School Application	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Statement of Residence	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Student Credit Overload Approval	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Study Abroad Academic Evaluation	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Teacher Education Application	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Test	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		

*Financial Documents may be retained as long as needed based upon University Audit.

Document Type	Save Paper Y/N	Paper Retention Period	Electronic Retention Period	Statute	Vital? Y/N	Archival? Y/N
Transcript Request	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Transfer Application	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Transfer Course Prior Approval	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Transfer Scholarship Acceptance	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Transfer Scholarship Application	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Transfer Student Cancellation Notice	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Tuition Refund Appeal	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Undergrad Special Application	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Undergraduate Application for Graduation	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		

*Financial Documents may be retained as long as needed based upon University Audit.

Document Type	Save Paper Y/N	Paper Retention Period	Electronic Retention Period	Statute	Vital? Y/N	Archival? Y/N
University Studies	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Visiting Student Application	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
W-95 Changes	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Waiver Fee	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Window Rule	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Withdrawal Form	No	None	5 Years After Last Attendance	M.S. 138.17 M.S. 15.17 M.S. 138.19		

*Financial Documents may be retained as long as needed based upon University Audit.

Document Type	Save Paper Y/N	Paper Retention Period	Electronic Retention Period	Statute	Vital? Y/N	Archival? Y/N
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Student Records

Change of Grade	No	None	Permanent	M.S. 138.17 M.S. 15.17 M.S. 138.19		
College Transcripts	No	None	Permanent	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Course Substitution	No	None	Permanent	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Academic Appeal	No	None	Permanent	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Date of Birth Changes	No	None	Permanent	M.S. 138.17 M.S. 15.17 M.S. 138.19		
HS Transcripts GED	No	None	Permanent	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Immunization Records	No	None	Permanent	M.S. 138.17 M.S. 15.17 M.S. 138.19		
MILS Transcripts	No	None	Permanent	M.S. 138.17 M.S. 15.17 M.S. 138.19		

*Financial Documents may be retained as long as needed based upon University Audit.

Document Type	Save Paper Y/N	Paper Retention Period	Electronic Retention Period	Statute	Vital? Y/N	Archival? Y/N
PSEO College Transcript	No	None	Permanent	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Student Teaching Evaluation	No	None	Permanent	M.S. 138.17 M.S. 15.17 M.S. 138.19		
WSU Transcript	No	None	Permanent	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Academic Pardon	Yes	Permanent	Permanent	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Power of Attorney Form	Yes	Permanent	Permanent	M.S. 138.17 M.S. 15.17 M.S. 138.19		
Legal Subpoena Request	Yes	Permanent	Permanent	M.S. 138.17 M.S. 15.17 M.S. 138.19		

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