

STUDENT RECORDS

NOTE: Paper records may be destroyed after scanning or microfilming, with digital and microfilm versions replacing the original for retention purposes.

Record	RDA Number	Content	Minimum Retention	Notes	Reason for Proposed Time
<p>1. Student Academic Records</p>	<p>22302</p>	<p>a. Student permanent academic record (transcript), Transcript Supplement – Overseas Academic Program, Change of grade documents</p>	<p>PERMANENT</p>		<p>American Assoc. of Collegiate Registrars & Admissions Officers (AACRAO) recommendation.</p>
		<p>b. Withdrawal authorizations, graduation certification, Social Security certification, student roster and attendance verification records such as class roster, or final grade listing and student schedule:</p>	<p>6 years</p>		<p>CPLR §213</p>
		<p>c. Other student records</p>	<p>6 years after graduation or date</p>		<p>Sufficient to meet</p>

SUNY RECORDS RETENTION AND DISPOSITION SCHEDULE

STUDENT RECORDS

		<p>including but not limited to academic action authorizations (dismissals and/or notification of problems); employment placement records and credential files; records of internships served including certificates of affiliation liability insurance; records of selection for and participation in remedial assistance, second language, academic honors, or other special academic programs; and assessment of life/work experience information for academic credits:</p>	<p>of last attendance of student(s) involved</p>		<p>administrative operational needs.</p>
		<p>d. Change in Social</p>	<p>3 years</p>		<p>Sufficient to</p>

SUNY RECORDS RETENTION AND DISPOSITION SCHEDULE

STUDENT RECORDS

		Security number record, application for veteran's benefits and enrollment certification and related records:			meet administrative operational needs.
		e. Name and/or sex change authorization	5 yrs after graduation or last date of attendance		AACRAO recommendation.
		f. Application for graduation, change of course (drop/add) records, credit/no credit (audit) approval, pass/fail request, registration form, and request by student for transcript or other record:	1 year		Sufficient to meet administrative operational needs.
		g. Unclaimed diplomas:	1 year	Campuses may wish to keep these records longer for convenience of both college personnel & graduates who	Sufficient to meet administrative operational needs.

SUNY RECORDS RETENTION AND DISPOSITION SCHEDULE

STUDENT RECORDS

				may request their diploma later.	
2. Admissions Data for Applicants Who Enroll	22303	Including but not limited to: Acceptance letters; Application for admission or readmission; Correspondence, relevant; Entrance exam reports/test scores; Letters of recommendation ; Placement tests records/scores; Transcripts (high school or other colleges)	Reference letters and letters of recommendation: until student matriculates Remaining records: 6 years after graduation or date of last attendance	Some documents from institutions in other countries may be originals and therefore difficult or impossible for the applicant to replace. (See International Students [24] in this section.)	CPLR §213
3. Admissions Data for Applicants Not Enrolling (Whether Accepted or Rejected)	22304	a. Including but not limited to: Acceptance letters; Application for admission or readmission; Correspondence, relevant; Entrance exam reports/test scores; Letters of	2 years following date of exclusion or end of permitted enrollment period for accepted applicants	Campuses may wish to keep these records longer for international students, for convenience of access by both college personnel & the prospective or accepted students. (See	Sufficient to meet administrative operational needs.

SUNY RECORDS RETENTION AND DISPOSITION SCHEDULE

STUDENT RECORDS

		<p>recommendation ; Placement tests records/scores; Transcripts (high school or other colleges) and supporting documentation</p>		<p>International Students [25] in this section.)</p>	
		<p>b. Contact and demographic data on prospective students who do not enroll</p>	<p>2 years after date received</p>		<p>Sufficient to meet administrative operational needs.</p>
<p>4. General Records Related to Admissions and the Admissions Process</p>	<p>22305</p>	<p>a. Annual reports - statistical reports concerning admissions activities, enrollment statistics, etc.</p>	<p>0 after no longer needed</p>		<p>Sufficient to meet administrative operational needs.</p>
		<p>b. Recruitment materials - brochures, catalogues, etc. dealing with admissions, programs, and scholarships</p>	<p>3 years after application term</p>		<p>Sufficient to meet administrative operational needs.</p>

SUNY RECORDS RETENTION AND DISPOSITION SCHEDULE

STUDENT RECORDS

<p>5. Non-credit and Continuing Education Records</p>	<p>22306</p>	<p>a. Individual attendee records, including but not limited to residence verification, program participation application, summary of participant achievements and attendance, record of courses taken including grades and test results, but excluding test papers and answer sheets:</p>	<p>6 years</p>	<p>If participation in a non-credit or continuing education course is pertinent to an enrolled student's academic requirements, attendee records should be maintained as part of the Student's Academic Records [1] in this section.</p>	<p>CPLR §213</p>
		<p>b. Test papers and answer sheets:</p>	<p>6 months</p>	<p>For test papers and answer sheets for credit courses (see [6] in the Academic Affairs - Instruction section).</p>	<p>Sufficient to meet administrative operational needs.</p>

6. Student Information System	22307	Electronic information on academics, financial matters, and other aspects of student life, regardless of whether or not similar information is contained in series covered by other items found in this Schedule	If the student information system is used as the sole means to maintain the students' permanent academic record, then retain permanently (see 1 a.) If not, see periods below.		Sufficient to meet administrative operational needs.
		a. Basic data on any student contained in or produced by an automated student information system, including name, age, sex, personal identification (social security number or other number used to identify student), address, grade and/or class, courses taken, and grades:	6 years after graduation, date of last attendance, or financial accounting, whichever is later	This information may be valuable for long-term planning and evaluation purposes by colleges. Creation of a "history file" in the information system may be a useful way to maintain important information. Contact the	Sufficient to meet administrative operational needs.

SUNY RECORDS RETENTION AND DISPOSITION SCHEDULE

STUDENT RECORDS

		<p>b. Detailed data on any student contained in or produced by an automated student information system, other than financial aid data:</p>	<p>6 years</p>	<p>State Archives for additional advice.</p>	<p>Sufficient to meet administrative operational needs.</p>
		<p>c. Financial aid data on any student contained in or produced by an automated student information system</p>	<p>See Financial Aid</p>		
<p>7. Records of Compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA) and Related Legislation</p>	<p>22308</p>	<p>Access to student education records and participation in surveys on or activities in designated areas</p>			<p>34 CFR Part 99</p>
		<p>a. Request for hearing on content of student education records, decision of hearing, and student statement on</p>	<p>Retain for the same period the disputed records are maintained</p>		<p>34 CFR Part 99 Sufficient to meet administrative operational needs.</p>

SUNY RECORDS RETENTION AND DISPOSITION SCHEDULE

STUDENT RECORDS

		<p>content of disputed record:</p>			
		<p>b. Record of requests for access to and disclosures of personally identifiable information from the student education records, as required by FERPA regulations:</p>	<p>Retain for the same period the requested records are maintained</p>		<p>34 CFR Part 99 Sufficient to meet administrative operational needs.</p>
		<p>c. Request for nondisclosure of directory information or non-participation in surveys on or activities in designated areas:</p>	<p>1 year after request is terminated or is no longer valid or 1 year after the concerned records are no longer maintained</p>		<p>34 CFR Part 99 Sufficient to meet administrative operational needs.</p>
		<p>d. Consent for records disclosure:</p>	<p>1 year after consent is terminated or 1 year after the concerned records are no longer maintained</p>		<p>34 CFR Part 99 Sufficient to meet administrative operational needs.</p>

SUNY RECORDS RETENTION AND DISPOSITION SCHEDULE

STUDENT RECORDS

		e. Waiver of right to inspect and review confidential letters and statements placed in student education records:	1 year after waiver is terminated or 1 year after the concerned records are no longer maintained		34 CFR Part 99 Sufficient to meet administrative operational needs.
		f. Directory Information Policy Statement:	PERMANENT		34 CFR Part 99 Sufficient to meet administrative operational needs.
		g. Annual or other notice of rights under FERPA or related legislation concerning access to student records or participation in surveys on or activities in designated areas:	3 years after issued or superseded or obsolete, whichever is later		Sufficient to meet administrative operational needs.
8. Student Advising Records	22309	a. Advising records (advising file) - progress reports, statements of academic interests, essays, advisor's notes,	1 year after graduation or date of last attendance		Sufficient to meet administrative operational needs.

SUNY RECORDS RETENTION AND DISPOSITION SCHEDULE

STUDENT RECORDS

		student's photograph			
		b. Advising records (Dean's file) - the admissions folder, course withdrawal approvals, approvals for leave of absence, student's photograph	Remaining records: 1 year after graduation or date of last attendance	See Student Academic Records [1] or Admissions Data for Applicants Who Enroll [2] in this section for retention of records received or created separate from advising activities.	Sufficient to meet administrative operational needs.
9. Proof of Residence Records	22310	a. Documentation relating to residency and residency determinations for specific students	6 years after separation		CPLR §213
		b. Lists of students residing in different political jurisdictions:	1 year after superseded or obsolete		Sufficient to meet administrative operational needs.
10. College-related Reports, Studies, or Data Queries	22311	Including their supporting documentation,			

SUNY RECORDS RETENTION AND DISPOSITION SCHEDULE

STUDENT RECORDS

		<p>covering subjects such as institutional research, graduation rates, enrollment projections, ethnicity and other student profiles, faculty-student class ratios, honors lists, and fiscal matters</p>			
		<p>a. Annual or semester reports submitted to the U.S. Department of Education, the State, or the University, including the institutional profile; other reports, studies, or queries having legal or fiscal value; and verifications of data following submission by a campus or the University</p>	<p>12 years</p>	<p>Appraise these records for historical significance and contact System Institutional Research prior to disposition. Some of these reports and studies may contain significant information valuable for long-term planning as well as historical and other research.</p>	<p>Sufficient to meet administrative operational needs.</p>

SUNY RECORDS RETENTION AND DISPOSITION SCHEDULE

STUDENT RECORDS

		b. Reports, studies, or queries having no legal or fiscal value, such as daily activity or other routine internal reports	0 after no longer needed		Sufficient to meet administrative operational needs.
11. Scholarship Records	22312	a. Individual scholarship file including but not limited to applications, list of eligible candidates, list of competition winners and alternates, recommendations, authorization of awards, financial statements, accounting data, reports, and correspondence:	6 years		Sufficient to meet administrative operational needs.
		b. List of scholarships awarded students:	PERMANENT		Retain these records for historical significance
12. Records of Gifts and Prizes Awarded Students:	22313	Other than scholarships	3 years		Sufficient to meet administrative operational needs.

SUNY RECORDS RETENTION AND DISPOSITION SCHEDULE

STUDENT RECORDS

<p>13. Student Degree and Grade Audit Records</p>	<p>22314</p>	<p>Other than those found in the student academic records, covered by [1] above:</p>	<p>6 years</p>		<p>Sufficient to meet administrative operational needs.</p>
<p>14. Student Disciplinary Records</p>	<p>22315</p>	<p>a. Major Code of Conduct Violations and Drug and Alcohol Policy Violations including but not limited to suspension notice, suspension hearing record, probationary condition adherence record, expulsion records, correspondence, fine assessment, and related records:</p>	<p>7 years after the end of the academic year</p>		<p>Clery Act regulations - 34 CFR 668.46</p>
		<p>b. Minor Code of Conduct Violations</p>	<p>3 years after the end of the academic year</p>		<p>Sufficient to meet administrative operational needs.</p>
<p>15. Student Complaint Records</p>	<p>22316</p>	<p>Including but not limited to</p>	<p>6 years after complaint is</p>		<p>Sufficient to meet</p>

SUNY RECORDS RETENTION AND DISPOSITION SCHEDULE

STUDENT RECORDS

		complaint, investigative records, hearing proceedings, decision rendered, student appeal, final decision, and correspondence	resolved		administrative operational needs.
16. Student complaints filed under the provisions of the Americans with Disabilities Act (ADA), Rehabilitation Act of 1973	22317	include but are not limited to application forms; job advertisements; documentation concerning hiring, promotion, demotion, transfer, layoff, or termination; payroll information; job descriptions; employment handbooks; requests for reasonable accommodations ; and employee evaluations	3 years from the date the record was made or from when action was taken whichever is later.		29 CFR 1602.14
17. Recruitment Records	22318	Other than recruitment of individual student athletes,	3 years	For records relating to recruitment of student	Sufficient to meet administrative operational

SUNY RECORDS RETENTION AND DISPOSITION SCHEDULE

STUDENT RECORDS

		including but not limited to plans and strategies, lists of potential students, records of socio-ethnic composition of student body, records of college planning workshops and visits by parents and prospective students, and relevant statistics, exclusive of records of individual prospective students as covered by item [18].		athletes, see the Athletics section [1].	needs.
18. Records relating to individual prospective students who do not apply for admission	22319	Including resumes	1 year		Sufficient to meet administrative operational needs.
19. Parental consent record	22320		6 years		CPLR §213
20. Nursing education program	22321	Eligible list of candidates received from New York State Education Department:	3 years after the end of the academic year		Sufficient to meet administrative operational needs.

SUNY RECORDS RETENTION AND DISPOSITION SCHEDULE

STUDENT RECORDS

21. Institutional information & reports	22322	Reports or information that must be sent or made available to enrolled and prospective students and the public under 34 CFR 668.41 et seq, exclusive of 668.46 (campus safety records required to be maintained under the Clery Act regulations).		For campus safety records, see the Public Safety & Security section [4].	Sufficient to meet administrative operational needs.
		a. Financial assistance information, institutional information, completion or graduation rate information, completion or graduation rates for student-athletes report, and athletic program participation rates and financial support data report	6 years after superseded or obsolete	Information and reports may have long-term value to document policies and programs, especially if not readily available in other sources. Officials may want to retain these records permanently to document these policies and programs.	Sufficient to meet administrative operational needs.
		b. Notice of	3 years after		Sufficient to

SUNY RECORDS RETENTION AND DISPOSITION SCHEDULE

STUDENT RECORDS

		availability of information/reports as distributed or made available to enrolled and prospective students	superseded or obsolete		meet administrative operational needs.
		c. Designation of employee(s) authorized to assist enrolled and prospective students obtain the information/reports	3 years after superseded or obsolete		Sufficient to meet administrative operational needs.
22. Commencement records	22323	a. Official copy of commencement program or other publication	PERMANENT	Appraise these records for historical significance prior to disposition. Records such as speeches and photographs may have continuing value and may be	Retain these records for historical significance
		b. Other commencement records, including but not limited to copies of speeches, press clippings and press releases, and event planning and logistics records	6 years		Sufficient to meet administrative operational needs.

SUNY RECORDS RETENTION AND DISPOSITION SCHEDULE

STUDENT RECORDS

				retained permanently.	
23. Student activity or organization records	22324	Lists of members or participants, records of activities, competitions and performances, and other records of officially supported student activities and organizations, except scouting records and scouting and training videotapes	6 years	Appraise these records for historical significance prior to disposition. Photographs and videotapes of programs for certain competitions and performances may have historical value and may be retained permanently.	Sufficient to meet administrative operational needs.
24. Records of international students who enroll	22325	Including but not limited to: Copy of certificate of eligibility for F-1 visa status (form I-20, which also includes a statement of educational costs); Copy of Alien Registration Receipt Card (form I-551);	3 years after graduation or date of last attendance (J-1) or 1 year after graduation or date of last attendance (F-1)	Records maintained separate from the admissions process.	8 CFR 214.3 (g); 22 CFR 62.10 (h)

SUNY RECORDS RETENTION AND DISPOSITION SCHEDULE

STUDENT RECORDS

		Copy of “arrival-departure” record (form I-94); Copy of certificate of eligibility for J-1 visa status (form DS-2019); Statement of financial eligibility; Correspondence			
25. Records of international students who do not enroll	22326	Including but not limited to: Copy of certificate of eligibility for F-1 visa status (form I-20, which also includes a statement of educational costs); Copy of Alien Registration Receipt Card (form I-551); Copy of “arrival-departure” record (form I-94); Copy of certificate of eligibility for J-1 visa status (form DS-2019);	3 years after application term (J-1) or 1 year after application term (F-1)		8 CFR 214.3 (g) 22 CFR 62.10 (h)

SUNY RECORDS RETENTION AND DISPOSITION SCHEDULE

STUDENT RECORDS

		Statement of financial eligibility; Correspondence			
26. Disabled student file	22327	including but not limited to information on disability, correspondence with student's sponsoring agency, orders for special equipment, and notes of contacts with counselors	6 years after graduation or date of last attendance		Sufficient to meet administrative operational needs.
27. Disabled student emergency evacuation plan	22328		3 years after superseded or obsolete		Sufficient to meet administrative operational needs.
28. Staff development materials for disabled student	22329	relating to instructor orientation to disabled students and general disabilities	0 after obsolete		Sufficient to meet administrative operational needs.

SUNY RECORDS RETENTION AND DISPOSITION SCHEDULE

STUDENT RECORDS

<p>29. International Program/Overseas Academic Program Records</p>	<p>22330</p>	<p>General correspondence pertaining to: Directors of International Education; Foreign Student Advisors; Foreign Student Admissions Officers; country files; foreign student scholarship and exchange programs, including agreements with foreign universities and other providers, tuition waivers; etc.</p>	<p>6 years</p>		<p>Sufficient to meet administrative operational needs; CPLR Section 213.</p>
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