

Registrar's Office
Retention and Disposition Schedule -- DRAFT

The following is the draft records schedule for this department. For questions about this schedule, or about adding items not found herein, please contact the college archives at muskie@bates.edu. For administrative records not found in this schedule (general correspondence, publications, meeting minutes and agenda, etc), please consult the General Administrative records schedule.

IMPORTANT: You should never knowingly destroy any records that either are part of (or you may believe are part of) an ongoing audit, claim, or investigation, regardless of the Disposition note for that record.

KEY:

+ G/LDA = Years after graduation/last date of attendance

DS + 1 = date submitted plus one year

Item	Retention	Disposition
<u>Documents for Applicants who Enroll</u>		
Advanced Placement Records	5 + G/LDA	Confidential destruction
Transcripts -- other colleges (not used for transfer credit)	5 + G/LDA	Confidential destruction
<u>Registration and Attendance / Academic Progress Records</u>		
Academic action authorizations (dismissals, etc.)	5 + G/LDA	Confidential destruction
Academic records	Permanent	Consult Archives for potential transfer
Applications for graduation	1 + G/LDA	Confidential destruction
Applications for readmission/reentry (auth. by ASC)	5 + G/LDA	Confidential destruction
Change of grade forms	Permanent	Consult Archives for potential transfer
Class lists (original grade sheets)	Permanent	Consult Archives for potential transfer
Class schedules (students)	1 + G/LDA	Confidential destruction
Correspondence, relevant	5 + G/LDA	Confidential destruction
Credit by examination report/scores	Permanent	Consult Archives for potential transfer
Curriculum change authorizations	5 + G/LDA	Confidential destruction
Degree audit records	5 + G/LDA	Confidential destruction
Graduation lists	Permanent	Consult Archives for potential transfer
Graduation authorizations	5 + G/LDA	Confidential destruction
Hold or encumbrance authorizations	Upon Release	Confidential destruction
Late Registration Adjustments (add/drop)	DS + 1	Confidential destruction
Name change authorizations	Permanent	Consult Archives for potential transfer
Pass/fail requests	DS + 1	Confidential destruction
Registration forms (late add/drop)	1 + G/LDA	Confidential destruction
Transcript requests	DS + 1	Confidential destruction
Transfer credit evaluations	5 + G/LDA	Confidential destruction
Withdrawal authorizations	2 + G/LDA	Confidential destruction
<u>Certification Data/Documents</u>		
Enrollment verifications	1 + G/LDA	Confidential destruction
Teacher certifications	1 + G/LDA	Confidential destruction
<u>Publications / Reports</u>		
Catalog	Permanent	1 copy in Registrar's Office
Commencement Program	Permanent	1 copy in Registrar's Office
Degree Statistics	Permanent	Consult Archives for potential transfer
Enrollment Statistics	Permanent	Consult Archives for potential transfer
Grade Statistics	Permanent	Consult Archives for potential transfer
Race/Ethnicity statistics	Permanent	Consult Archives for potential transfer
Schedule of classes	Permanent	Consult Archives for potential transfer
<u>FERPA Data/Documents</u>		
Requests for formal hearings	Permanent	Consult Archives for potential transfer
Requests and disclosures of personally identifiable information	Permanent	Consult Archives for potential transfer
Student requests for nondisclosure of directory info	Until terminated by student	Confidential destruction
Student statements on content of records regarding hearing panel decisions	Permanent	Consult Archives for potential transfer
Student's written consent for records disclosure	Until terminated by student	Confidential destruction
Waivers for rights of access	Until terminated by student	Confidential destruction
Written decisions of hearing panels	Permanent	Consult Archives for potential transfer
<u>Federal Disclosure Records</u>		
Institutional Information (Withdrawal Policy, Current Academic Programs)	Permanent	Consult Archives for potential transfer