

**Office of the Registrar
Record Retention Schedule**

Created July 1, 2007; Modified July 1, 2014, June 2, 2017

This records retention schedule is based on recommendations developed by the American Association of Collegiate Registrars and Admission Officers' (AACRAO) Retention of Records: Guide for Retention and Disposal of Student Records, recommendations from the Hartwick Registrar's Office, and the Hartwick College Archives. This schedule only applies to the Hartwick College Registrar's Office.

Because the Registrar's Office is the official repository of Hartwick student Academic Records, other departments on campus are released from the responsibility to maintain the student Academic Records contained in this document for extended periods. Copies of student Academic Records accumulated by other units need not be retained beyond the period of their administrative use in those units' offices. By following this records retention schedule, campus units may dispose of student records and copies of records when their retention is no longer necessary.

Many of the student records covered by this records retention schedule contain confidential information protected by federal and state law. Staff are required to handle and dispose of these confidential records appropriately to protect student privacy.

Questions about this schedule should be directed to the Registrar's Office, Hartwick College, Oneonta, NY 13820.

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Office	Type	Record	Retention Period	Notes/Examples	Storage Location	Storage Medium
Registrar	Student Academic Records	Credit by Examination (CLEP, AP, etc.)	5 years AG/DLA	Official Transcripts only (copies of official transcripts are retained for 1 year)	Registrar/Bresee	paper
Registrar	Electronic Data (SIS records)	Placement Test Results/Scores (writing/math)	5 years AG/DLA	Electronic record of scores, including date/time stamp and user data	IT Servers	digital
Registrar	Student Academic Records	Transcripts (high school and college)	5 years AG/DLA	Official Transcripts only (copies of official transcripts are retained for 1 year)	Registrar/Bresee	paper
Registrar	Electronic Data	Email data	Variable - depends on data	Generally electronic exchanges of information fall into other correspondence categories	IT Servers	digital
Registrar	Electronic Data (SIS records)	Data Change Logs	10 years	log of changes to enrollment and other data if data is maintained separately in SIS	IT Servers	digital
Registrar	Electronic Data (SIS records)	Enrollment Data	10 years	Electronic record of enrollment in classes, including records of drop/add and enrollment change activity	IT Servers	digital
Registrar	Electronic Data (SIS records)	Grade Data	Permanent	Electronic record of submitted grades and grade changes, including date/time stamp and user data	IT Servers	digital

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Registrar	Electronic Data (SIS records)	Student Demographic Information	50 years	Electronic student data including student characteristics, date of birth, former names, address information, photo ID, ethnic information, etc.	IT Servers	digital
Registrar	FERPA	Requests for Formal Hearings	Permanent	Student initiated request for formal hearing regarding amendment of education record	Registrar/Bresee & Archives/Yager	paper
Registrar	FERPA	Requests for and Disclosure of Personally Identifiable Information	Permanent	Necessary for FERPA record keeping requirements - record of disclosure	Registrar/Bresee & Archives/Yager	paper
Registrar	FERPA	Statements on Content of Records Regarding Hearing Panel Decisions	Permanent	If student request for amendment of record is not granted, the student statement is included in record	Registrar/Bresee & Archives/Yager	paper
Registrar	FERPA	Requests for Nondisclosure of Directory Information	Until terminated by student	Student request to opt out of directory information disclosure	Registrar/Bresee & Archives/Yager	paper and digital (microfilm prior to 2006)
Registrar	FERPA	Written Consent for Records Disclosures	Until terminated by student	Student signed authorizations for record disclosure	Registrar/Bresee & Archives/Yager	paper and digital (microfilm prior to 2006)
Registrar	FERPA	Waivers of Rights to Access	Until terminated by student	If different from consent records	Registrar/Bresee & Archives/Yager	paper and digital (microfilm prior to 2006)
Registrar	FERPA	Written Decisions of Hearing Panels	Permanent	Decisions resulting from formal hearings	Registrar/Bresee & Archives/Yager	paper and digital (microfilm prior to 2006)

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Registrar	Publications/Statistical Data/Reports	Catalogs	Permanent		Registrar/Bresee & Archives/Yager	paper
Registrar	Publications/Statistical Data/Reports	Commencement Programs	Permanent		Registrar/Bresee & Archives/Yager	paper
Registrar	Publications/Statistical Data/Reports	Degree Statistics	Permanent	Record of degrees granted	Registrar/Bresee & Archives/Yager	paper
Registrar	Publications/Statistical Data/Reports	Enrollment Statistics	Permanent	Record of enrolled students by class, by course, headcount and FTE.	Registrar/Bresee & Archives/Yager	paper
Registrar	Publications/Statistical Data/Reports	Grade Distributions and Other Grade Stats	Permanent	Report of grades given including summary grade point average by class	Registrar/Bresee & Archives/Yager	paper
Registrar	Publications/Statistical Data/Reports	Instructor Evaluations	1 semester	SUMMA or equivalent	Academic Affairs/Bresee	paper
Registrar	Publications/Statistical Data/Reports	Race/Ethnicity Reporting	Permanent	Report of student enrollment, graduation and other metrics by race and ethnicity	Registrar/Bresee & Archives/Yager	paper
Registrar	Publications/Statistical Data/Reports	Schedule of Classes	Permanent	By Term listing of all courses offered including time/day, seat limits, instructor, credits, location, etc.	Registrar/Bresee & Archives/Yager	paper
Registrar	Student Academic Records	Academic advising records	5 years AG/DLA	Non-duplicated items only	PSGE/Golisano (2011 on, Registrar/Bresee prior to 2011)	paper
Registrar	Student Academic Records	Correspondence (student)	1 year from date of filing	Related to academic records, inquiries	Registrar/Bresee	paper

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Registrar	Student Academic Records	Disciplinary Action Records	5 years AG/DLA	Registrar's Office maintains official notice of action/disciplinary records maintained by Student Affairs	Registrar/Bresee	paper
Registrar	Student Academic Records	Grievance/complaint (by student)	5 years after closure	Course/exam and grade related issues (not FERPA)	Registrar/Bresee	paper
Registrar	Student Academic Records	Leave of Absence (all)	5 years after status ends	Official notice of status and forms completed by students (if applicable)	Registrar/Bresee	paper
Registrar	Student Academic Records	Major/Minor Changes	5 years AG/DLA		Registrar/Bresee	paper
Registrar	Student Academic Records	Petitions (academic)	5 years after closure	Exceptions to academic rules only. Petitions related to grade changes are maintained permanently.	Registrar/Bresee	paper
Registrar	Student Academic Records	Enrollment Verifications	1 year after verification	Verifications of enrollment processed by the Registrar's Office for insurance, scholarships, etc.	Registrar/Bresee	paper
Registrar	Student Academic Records	Transcript Requests	1 year after date submitted		Registrar/Bresee	paper
Registrar	Student Academic Records	VA Certification records	5 years AG/DLA	Certification documents for federal VA benefits	Registrar/Bresee	paper
Registrar	Student Academic Records	Application for Degree	5 years AG/DLA	Application for graduation	Registrar/Bresee	paper
Registrar	Student Academic Records	Degree Audit Records	5 years AG	Degree audits in support of graduation certification	Registrar/Bresee	paper
Registrar	Student Academic Records	Diplomas (returned)	5 years AG		Registrar/Bresee	paper

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Registrar	Student Academic Records	Degree Substitutions/Waivers	5 years AG/DLA	Approvals to meet program requirements with administrative action	Registrar/Bresee	paper
Registrar	Student Academic Records	Grade Reports (final)	1 year after date of distribution		Registrar/Bresee	paper
Registrar	Student Academic Records	Grade Reports (early evaluation - all types)	End of term		Registrar/Bresee	paper
Registrar	Student Academic Records	Name Change Authorizations	5 years AG/DLA		Registrar/Bresee	paper
Registrar	Student Academic Records	Personal Data Information Forms	1 year AG/DLA	Changes of address, race/ethnicity, other demographic data	Registrar/Bresee	paper
Registrar	Student Academic Records	Transfer Credit Evaluations	5 years AG/DLA	For Enrolled Students Only	Registrar/Bresee	paper
Registrar	Student Academic Records	Requests for Transfer Course Approval	1 year AG/DLA	For Enrolled Students Only - does not include credit transferred prior to matriculation	Registrar/Bresee	paper
Registrar	Student Academic Records	Degree Progress Change Forms	1 year AG/DLA	Part time/full time status, ACD, catalog year, etc.	Registrar/Bresee	paper
Registrar	Student Academic Records	Class Schedules (students)	1 year AG/DLA	Class schedule for each term	Registrar/Bresee	paper
Registrar	Student Academic Records	Course Repeat Form/Approval	1 year after date submitted		Registrar/Bresee	paper
Registrar	Student Academic Records	Course Audit Approval	1 year after date submitted		Registrar/Bresee	paper
Registrar	Student Academic Records	Enrollment Changes	1 year after date submitted	Record of course add/drop and withdrawals	Registrar/Bresee	paper

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Registrar	Student Academic Records	Hold Records	1 year after released	Registration and transcript holds only	Registrar/Bresee	paper
Registrar	Student Academic Records	Withdrawal/Cancellation of Enrollment	5 years AG/DLA	Records of request to withdraw from all courses and/or cancel enrollment	Registrar/Bresee	paper
Registrar	Student Academic Records	Academic Dismissal Letter	Permanent	Official notice of status - includes initial prior to appeal and final notification	Registrar/Bresee & Archives/Yager	paper and digital (microfilm prior to 2006)
Registrar	Student Academic Records	Academic Honesty Code Violations letter	Permanent	Official notice of sanction and/or issuance of suspension or expulsion status	Registrar/Bresee & Archives/Yager	paper and digital (microfilm prior to 2006)
Registrar	Student Academic Records	Academic Records (miscellaneous)	Permanent	Narrative evaluations, competency assessments, etc.	Registrar/Bresee & Archives/Yager	paper and digital (microfilm prior to 2006)
Registrar	Student Academic Records	Transcripts	Permanent	Permanent academic record	Registrar/Bresee & Archives/Yager	paper and digital (microfilm prior to 2006)
Registrar	Student Academic Records	Graduation Lists	Permanent	List certified by Board of Trustees	Registrar/Bresee & Archives/Yager	paper and digital (microfilm prior to 2006)
Registrar	Student Academic Records	Grade Change Forms	Permanent	Requests for grade change from faculty	Registrar/Bresee & Archives/Yager	paper and digital (microfilm prior to 2006)
Registrar	Student Academic Records	Grade Submission Data	Permanent	Includes all mid-term and final grades submitted to Registrar's Office	Registrar/Bresee & Archives/Yager	paper and digital (microfilm prior to 2006)

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Registrar	Student Academic Records	Class Lists	Permanent	Record of class roster for each term	Registrar/Bresee & Archives/Yager	paper and digital (microfilm prior to 2006)
Registrar	Student Academic Records	Academic Probation/Suspension	5 years AG/DLA	Official notice, relevant contracts, etc	Registrar/Bresee & Archives/Yager	paper

AG = After Graduation

DLA = Date of Last Attendance