

Registrar's Office Retention Policy

Class listing including class number and title, location, date and time class meets	Permanent
Student attendance records	
<ul style="list-style-type: none"> <li>• Paper records (Prior to Spring 2021)</li> </ul>	Six Years
<ul style="list-style-type: none"> <li>• Electronic Records in Power Camus</li> </ul>	Indefinite
Transcript	Permanent
Student folder	
<ul style="list-style-type: none"> <li>• Current Students</li> </ul>	Digitally-Indefinite
<ul style="list-style-type: none"> <li>• Non-current students, not completed</li> </ul>	Paper on-site—being converted to digital.
<ul style="list-style-type: none"> <li>• Graduated students prior to 2006</li> </ul>	Files stored offsite, alphabetical by student, not separated by year
<ul style="list-style-type: none"> <li>• Graduated students, 2006 and after</li> </ul>	Paper folders 10 years. Digital records--indefinite