

Education, Universities

242	Patron Records	Includes faculty, staff, emeritus, and student tracking of overdue materials, access, and circulation privileges for notice of availability.	Hold until superseded, then dispose of outdated information.
243	Interlibrary Requests	Completed forms and related documentation to lend or borrow items from other libraries.	Hold until verification of item returned to source library, then dispose.
244	Reproduction Forms	Includes forms related to camera use, digital reproduction, and photocopy orders to fulfill requests for the reproduction of an item or image in the collections. Documentation includes patron's contact information, item(s) requested, preferred resolution, format, anticipated use, terms of agreement, and delivery details.	Hold ten (10) years, then dispose.
245	Exhibition Records	Includes incoming and outgoing exhibition contracts, parties involved, exhibition fees, dates, locations, security requirements, climate control mandates, intellectual property, copyright statements, insurance conditions, travel and set up fees, shipping and receiving files, and related materials.	Hold twelve (12) years, then dispose.
248	Student Records, Permanent	Includes class rosters, requests for nondisclosure forms, state residency verification files, Student Master File, permanent grade cards, AP/CLEP, Challenge Exam, Transcripts, Transfer Credit Evaluations, University Withdrawals, Student's Written Consent for Records Disclosure, Request for Disclosure Files, Race/Ethnicity Reporting Files, Student Class Schedules, Name Change Authorization, Rights of Access Waiver form, Transcript Request, Biographical Student Data, Veterans Administration Certifications, Student Course Cancellation, Code of Conduct Disciplinary Action, Graduation Applications, Grade Rosters, Grade Appeal/Complaint Files, Graduation List (Approved), Reinstatement Forms, Academic Authority Charts, Commencement Programs.	Hold permanently.
249	Tests, Examinations, Quizzes	Series includes all tests, examinations, quizzes, examination forms, and graded test examinations given to students by instructors.	Hold one (1) year after course completion, then dispose.
321	Administrative University and Governance Documentation Files	Records documenting executive-level planning, policy development, organizational structure, and official communications within university governance.	Hold paper files and electronic files in the current files area one (1) year, then transfer to University Archives.
322	Academic Bulletins & Diploma Records	Records include undergraduate and graduate bulletins outlining degree requirements and course descriptions, as well as documentation related to returned diplomas and requests for	Retain two (2) paper copies of bulletins annually and transfer to the University Archives for permanent retention; retain electronic copies permanently in the Registrar's Office. Image diploma request records

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		replacements. This may include request forms, legal name change documents, and related correspondence.	and retain the digital copies permanently; dispose of paper files after verification.
323	Construction & Design	This series includes documentation related to the design, construction, and maintenance of university facilities. Records may include design development drawings, construction photographs and slides, architectural renderings, schematics, and utility records.	Retain design development files for three (3) years after project completion and construction photographs and slides for six (6) years, then transfer a representative sample of dated and identified photographs to the University Archives and dispose of the rest. Transfer finalized architectural renderings to the University Archives and dispose of unrealized designs. Retain schematics and utility records permanently, with one copy of schematics transferred to the University Archives upon project completion.
324	Facility Operations	This series includes the facility training materials, fire protection documentation, equipment and product warranties.	Hold until lapse of administrative need.
325	Research Projects and Survey Documentation	Records related to funded and unfunded research, institutional surveys, and reporting.	Hold seven (7) years after project closeout or submission, then dispose.
326	Student Academic and Support Records	Records documenting student academic progress, course content, and academic evaluations, and files related to student grievances, accommodations, and incomplete registrations.	Hold five (5) years after resolution or graduation, then dispose.
327	Student Athletics and Compliance Records	Records documenting student athlete participation, training, and compliance with athletic regulations.	Hold five (5) years after resolution or graduation, then dispose.
328	Student Financial and Institutional Fiscal Records	Records related to student financial aid, tuition, internal and external financial reporting, and institutional fiscal operations.	Hold seven (7) years after final action or audit, then dispose.