California State University
RECORDS/INFORMATION RETENTION AND DISPOSITION SCHEDULE

Record Series Identifier	Record Series Name		**Admission Records for Students who do not enroll shall be retained for 1 year after the application term had concluded.**						
4.0	**STUDENT RECORDS**								
Record Identifier	Record Title	Custodian of Records	Record Value: O - Operational					Retention Source Authority	Retention Period
			O	**F**	**L**	**H**	**V**		
4.1	**Admissions Records for Applicants Who Enroll**							Based on "American Association of Collegiate Registrars and Admissions Officers (AACRAO)" Student Records Management: Retention, Disposal, and Archive of Student Records ©2019 Edition, unless otherwise	

Notes:
1. The retention periods below are based on the following:
2. FERPA states that letters of recommendation not accompanied by waivers and retained beyond their intended use may be viewed by the student. As a
3. Veterans Administration (VA) regulations state that the following student records must be retained for at least three years after termination of enrollment.
4. Educational institutions participating in federal, state, and private programs of low-interest loans to students shall retain student
5. Some documents from institutions in other countries may be originals and therefore difficult or impossible for the applicant to replace. The records custodian

Record Identifier	Record Title	Custodian of Records	O	F	L	H	V	Retention Source Authority	Retention Period
4.1.1	Admission letters (including admission, denial, or waitlist)			X				AACRAO	3 years after graduation or date of last attendance
4.1.2	Admission letters (Special Programs)			X				AACRAO	3 years after graduation or date of last attendance or until administrative need is satisfied
4.1.3	Correspondence, relevant			X				AACRAO	3 years after graduation or date of last attendance
4.1.4	Waivers of rights of access (admissions) Waiving right to access to admission letters of recommendation			X				AACRAO	3 years after graduation or date of last attendance
4.1.5	Application for admission (or			X				AACRAO	1 year after first term of enrollment
4.1.6	Credit by examination (Reports/scores on Advanced Placement, CLEP, etc.)			X				AACRAO	1 year after first term of enrollment
4.1.7	Entrance examination (Standardized test scores, such as ACT/SAT, LSAT, MCAT, GRE, TOEFL, etc.)			X				AACRAO	3 years after graduation or date of last attendance
4.1.8	Medical records (immunization records)			X				AACRAO	3 years after graduation or date of last attendance
4.1.9	Letters of recommendation (admissions)			X				AACRAO	Until Admitted
4.1.10	Military Documents			X				AACRAO	3 years after graduation or date of last attendance
4.1.11	Placement test scores/reports			X				AACRAO	3 years after graduation or date of last attendance

California State University
RECORDS/INFORMATION RETENTION AND DISPOSITION SCHEDULE

4.0	STUDENT RECORDS								
Record Identifier	Record Title	Custodian of Records	Record Value: O - Operational					Retention Source Authority	Retention Period
			O	F	L	H	V		
4.1.12	Release from high school or Dual Enrollment forms		X					AACRAO	3 years after graduation or date of last attendance
4.1.13	Residency classification forms		X					AACRAO	3 years after graduation or date of last attendance
4.1.14	Transcripts (high school)		X					AACRAO	3 years after graduation or date of last attendance
4.1.15	Transcripts (other colleges)		X					AACRAO	3 years after graduation or date of last attendance
4.2	Student Academic Records								
Notes:	1. The retention periods below are based on the following:								
	2. Any record recommended for permanent retention should be retained in a medium that takes into consideration the nature of the document and its need for								
	3. The recommended retention period based on graduation or non-attendance should begin with the date of graduation or the date, term , semester and year of								
	4. FERPA specifically requires institutions to maintain records of requests and disclosures of personally identifiable information except								
	5. The VA regulations state that the following records must be retained for at least three years after the termination of enrollment.								
	6. Veterans Administration (VA) regulations require that all advertising, sales, and enrollment materials (e.g. catalogs) used by or on behalf of the institution								
	7. Educational institutions that participate in federal, state, and private programs of low interest loans must retain for three years after graduation or withdrawal								
	8. Email regarding student records that are transitory in nature can be discarded when no longer needed. Email and electronic communication that contains								
	9. Student demographic data and other information about a student who attended the institution will likely need to be kept for a mush longer period and/or								
4.2.1	Academic advisement records (includes records from Academic Advisement Centers, Career Services, Educational Opportunity Programs, Learning Centers and Services to Students with Disabilities Centers)		X					Best Practice	5 years after graduation or date of last attendance
4.2.2	Academic warning (notice of academic action related to academic non-performance/deficiency)		X					Best Practice	5 years after graduation or date of last attendance
4.2.3	Academic suspension (notice of academic action related to academic non-performance/deficiency)		X			X		AACRAO	Permanent
4.2.4	Academic integrity code violations - with sanctions (notice of violation of academic integrity policies including sanctions , if any)		X			X		AACRAO	Permanent
4.2.5	Academic Records - miscellaneous (narrative evaluations, competency assessments, etc.)		X			X		AACRAO	Permanent
4.2.6	Correspondence, student (Related to academic records, inquiries)		X					Best Practice	5 years after graduation or date of last attendance

California State University
RECORDS/INFORMATION RETENTION AND DISPOSITION SCHEDULE

4.0	STUDENT RECORDS								
Record Identifier	Record Title	Custodian of Records	Record Value: O - Operational					Retention Source Authority	Retention Period
			O	F	L	H	V		
4.2.7	Grievance/complaint by student (various course/exam related issues, not grade of FERPA disputes)		X					AACRAO	Until administrative need satisfied
4.2.8	Leave of absence		X					AACRAO	Until administrative need satisfied
4.2.9	Major changes, certification of 2nd majors, minors		X					AACRAO	Until administrative need satisfied
4.2.10	Petitions (exceptions to academic rules)		X					AACRAO	Until administrative need satisfied
4.2.11	Thesis/Dissertation		X			X		AACRAO	Permanent
4.2.12	Transcripts					X		AACRAO	Permanent
4.2.13	Enrollment verifications (verifications of enrollment, graduation, GPA, and other related academics)		X					AACRAO	Until administrative need satisfied
4.2.14	Residency verification records (Documents in support of verifying residency in state for tuition purposes)		X					AACRAO	Until administrative need satisfied
4.2.15	Teacher Certifications		X					AACRAO	Until administrative need satisfied
4.2.16	Transcript requests (Official transcript requests by student)		X					AACRAO	Until administrative need satisfied
4.2.17	Application for degree or other credential (degree application, record of degree name, etc.		X					Best Practice	5 years after graduation or date of last attendance or until administrative need is satisfied
4.2.18	Graduation lists (lists of graduates for graduating class)		X			X		AACRAO	Permanent
4.2.19	Substitutions/waivers (approval to meet program requirements with administrative action)		X					AACRAO	Until administrative need satisfied
4.2.20	Exams (final)/graded coursework		X					AACRAO	One year after course completion
4.2.21	Grade appeal/complaint (student final grade dispute)		X					AACRAO	One year after course completion
4.2.22	Grade book - faculty (record of students in course and work completed)		X					AACRAO	Five years after course completion
4.2.23	Grade change forms (Record of authorization to change grades)		X					AACRAO	Until administrative need satisfied
4.2.24	Grade reports (midterm)		X					AACRAO	End of term
4.2.25	Grade submission sheets/data (original records of grades submitted at end of term)		X			X		AACRAO	Permanent
4.2.26	Name change authorizations		X					AACRAO	Until administrative need satisfied

California State University
RECORDS/INFORMATION RETENTION AND DISPOSITION SCHEDULE

4.0	STUDENT RECORDS								
Record Identifier	Record Title	Custodian of Records	Record Value: O - Operational					Retention Source Authority	Retention Period
			O	F	L	H	V		
4.2.27	Personal data information forms (change of address, race/ethnicity questionnaires, and other demographic		X					AACRAO	Until administrative need satisfied
4.2.28	Transfer credit evaluations		X					Best Practice	5 years after graduation or date of last attendance
4.2.29	Class schedules (student schedules for each term)		X					AACRAO	Until administrative need satisfied
4.2.30	Class lists (record of class rosters for each term)		X					AACRAO	Until administrative need satisfied
4.2.31	Course repeat form/approval		X					AACRAO	Until administrative need satisfied
4.2.32	Credit/no credit, audit, or pass/no pass approvals (authorization from various enrollment options)		X					AACRAO	Until administrative need satisfied
4.2.33	Enrollment changes (record of student add/drop/withdraw from class)		X					AACRAO	Until administrative need satisfied
4.2.34	Hold or encumbrance authorizations (Registration and transcript holds)		X					AACRAO	Until administrative need satisfied
4.2.35	Registration/enrollment records (initial registration forms, current enrollment records)		X					AACRAO	Until administrative need satisfied
4.2.36	Withdrawal/cancellation of enrollment records (record of request to withdraw from all classes)							AACRAO	Until administrative need satisfied
4.2.37	Electronic Data - Data change logs (electronic log of changes to enrollment and other data, including date/time stamp information and user that changed data if that data is maintained separately in system)		X			X		AACRAO	10 years
4.2.38	Electronic Data - Emails and other electronic communications that authorize academic/enrollment actions and /or provide directory/non directory information about a student.		X					AACRAO	Until administrative need satisfied
4.2.39	Electronic Data - Enrollment data (Electronic records of enrollment is classes, including records of drop, add and enrollment change activity.		X			X		AACRAO	10 years

California State University
RECORDS/INFORMATION RETENTION AND DISPOSITION SCHEDULE

4.0	STUDENT RECORDS								
Record Identifier	**Record Title**	**Custodian of Records**		**Record Value:** O - Operational				**Retention Source Authority**	**Retention Period**
			O	F	L	H	V		
4.2.40	Electronic Data - Grade data (Electronic record of submitted grades and grade changes, including date/time stamp and user data)		X			X		AACRAO	Permanent
4.2.41	Electronic Data - Student Demographic Information (electronic student data including student characteristics, date of birth, former names, address information, photo ID and ethnic		X			X		AACRAO	50 years
4.2.42	Catalogs (Published annually or bi-annually, record of courses, degrees, and programs of study offered)		X			X		AACRAO	Permanent
4.2.43	Commencement programs (Published record of graduates for public		X			X		AACRAO	Permanent
4.2.44	Degree Statistics (record of degrees granted by institution per graduation term and/or annually)		X			X		AACRAO	Permanent
4.2.45	Enrollment Statistics (Per term report of enrolled by students, e.g. by class, by course, totals, headcount, and FTE)		X			X		AACRAO	Permanent
4.2.46	Grade distribution and other grade statistics (Report of grades given, including summary grade point statistics by class)		X			X		AACRAO	Permanent
4.2.47	Instructor evaluations (by students)		X					AACRAO	one semester or until administrative need is satisfied
4.2.48	Race/ethnicity reporting (report of student enrollment, graduation, and other metrics by race and ethnic origin)		X			X		AACRAO	Permanent
4.3	**Financial Aid Records**								

Notes:
1. The three-year retention periods noted shall begin with the date of graduation or the date of last attendance, or the term, semester and
2. Educational institutions which participate in federal, state, and private programs of low-interest loans to students shall retain for three
3. Educational institutions which participate in federal, state, and private programs of low-interest loans to students shall retain student
4. Some documents from institutions in other countries may be originals and therefore difficult or impossible for the applicant to replace.

| 4.3.1 | Application data submitted to the Dept. of Education or lender by the school on behalf of the student | | | | X | | | 34 CFR 668.24 | 3 years from end of award year |

California State University
RECORDS/INFORMATION RETENTION AND DISPOSITION SCHEDULE

4.0	STUDENT RECORDS								
Record Identifier	**Record Title**	**Custodian of Records**	**Record Value:** O - Operational					**Retention Source Authority**	**Retention Period**
			O	F	L	H	V		
4.3.2	Audit and review reports				X			34 CFR 668.24	Until audit/review questions are resolved or until the end of the retention period applicable to the records, whichever is later.
4.3.3	Bank statements for accounts containing Student Financial Aid funds				X			34 CFR 668.24	3 years from end of award year
4.3.4	Campus-based aid (Perkins loan, SEOG, and Federal Work Study)				X			34 CFR 668.24	3 years from end of award year
4.3.5	Data used to establish student's admission, enrollment status, period of enrollment				X			34 CFR 668.24	3 years from end of award year
4.3.6	Date and amount of disbursements				X			34 CFR 668.24	3 years from end of award year
4.3.7	Documentation of initial or exit loan counseling				X			34 CFR 668.24	3 years from end of award year
4.3.8	Documentation of students eligibility				X			34 CFR 668.24	3 years from end of award year
4.3.9	Documentation of student's program of study and courses enrolled in				X			34 CFR 668.24	3 years from end of award year
4.3.10	Documentation of student's satisfactory academic progress				X			34 CFR 668.24	3 years from end of award year
4.3.11	Documentation related to the receipt of aid, such as: amount of grant, loan, Federal Work Study award; and calculations used to determine aid amounts				X			34 CFR 668.24	3 years from end of award year
4.3.12	Documentation supporting the school's calculation of its completion/graduation or transfer-out rate				X			34 CFR 668.24	3 years from end of award year
4.3.13	Documents used to verify applicant's				X			34 CFR 668.24	3 years from end of award year
4.3.14	Federal work-study payroll records				X			34 CFR 668.24	3 years from end of award year
4.3.15	FFEL and Direct Loans:								
4.3.16	-Borrower's eligibility records				X			34 CFR 668.24	3 years from end of award year or year student last attended, whichever is later
4.3.17	-All other records/reports				X			34 CFR 668.24	3 years from end of award year or award year report submitted, whichever is later
4.3.18	Fiscal Operation Report (FISAP)				X			34 CFR 668.24	3 years from end of award year
4.3.19	Ledgers identifying Student Financial Aid transactions				X			34 CFR 668.24	3 years from end of award year
4.3.20	Other records pertaining to financial responsibility and standards of administrative capability				X			34 CFR 668.24	3 years from end of award year
4.3.21	Pell Grant				X			34 CFR 668.24	3 years from end of award year

4.0	STUDENT RECORDS								
Record Identifier	**Record Title**	**Custodian of Records**	**Record Value:** **O - Operational**					**Retention Source Authority**	**Retention Period**
			O	F	L	H	V		
4.3.22	Perkins promissory notes and repayment schedules				X			34 CFR 674.19	Until loan is satisfied
4.3.23	Perkins repayment records				X			34 CFR 674.19	3 years from date loan assigned, cancelled, or repaid
4.3.24	Program Participation Agreement				X			34 CFR 668.24	3 years from end of award year
4.3.25	Records of student accounts				X			34 CFR 668.24	3 years from end of award year
4.3.26	Records of Student Financial Aid program transactions				X			34 CFR 668.24	3 years from end of award year
4.3.27	Records supporting data on required reports, such as: -Student Financial Aid program reconciliation reports, -Audit reports and school responses, -Pell grant statements of accounts, -Accrediting and licensing agency				X			34 CFR 668.24	3 years from end of award year
4.3.28	Reports and forms used for participation in the Student Financial Aid program				X			34 CFR 668.24	3 years from end of award year
4.3.29	Self-evaluation reports				X			34 CFR 668.24	3 years from end of award year
4.3.30	State agency reports				X			34 CFR 668.24	3 years from end of award year
4.3.31	The Student Aid Report or Institutional Student Information Record (ISIR)				X			34 CFR 668.24	3 years from end of award year
4.4	**International Student Documents**								
Notes:	1. Some documents from institutions in other countries may be difficult or impossible for the applicant to replace. Records custodians 2. Records for applicants who do not enter are not covered by FERPA.								
4.4.1	Alien Registration Receipt Card (Evidence of admissibility as a		X					AACRAO	3 years after graduation or date of last attendance
4.4.2	DS-2019 (certificate of eligibility for J1 visa status)		X					AACRAO	3 years after graduation or date of last attendance
4.4.3	Employment Authorization (work permit) if granted		X					AACRAO	3 years after graduation or date of last attendance
4.4.4	I-20 (Certificate of eligibility for F-1 visa)		X					AACRAO	3 years after graduation or date of last attendance
4.4.5	I94 Card (copy)		X					AACRAO	3 years after graduation or date of last attendance
4.4.6	Passport Number		X					AACRAO	3 years after graduation or date of last attendance
4.4.7	Statement of Educational Costs (estimate of total school year costs)		X					AACRAO	3 years after graduation or date of last attendance
4.4.8	Statement of Financial Responsibility (evidence of adequate financial		X					AACRAO	3 years after graduation or date of last attendance

California State University
RECORDS/INFORMATION RETENTION AND DISPOSITION SCHEDULE

4.0	STUDENT RECORDS								
Record Identifier	**Record Title**	**Custodian of Records**	Record Value: O - Operational					**Retention Source Authority**	**Retention Period**
			O	**F**	**L**	**H**	**V**		
4.4.9	Transcripts - high school		X					AACRAO	3 years after graduation or date of last attendance (See Note 1)
4.4.10	Transcripts - other colleges		X					AACRAO	3 years after graduation or date of last attendance (See Note 1)
4.5	**Student Athlete Records**								
4.5.1	Academic Eligibility Review Forms		X					Best Practice	6 Years after initial CSU enrollment or 2 years from last enrollment, whichever is
4.5.2	Air Travel - Informed Consent		X					Best Practice	6 Years after initial CSU enrollment or 2 years from last enrollment, whichever is
4.5.3	Athlete Physicals/Athletic Injury Report		X					Best Practice	6 Years after initial CSU enrollment or 2 years from last enrollment, whichever is
4.5.4	Athletic Grant-In-Aid Agreements		X					Best Practice	6 Years after initial CSU enrollment or 2 years from last enrollment, whichever is
4.5.5	Conference Student-Athlete Sportsmanship Agreement		X					Best Practice	6 Years after initial CSU enrollment or 2 years from last enrollment, whichever is
4.5.6	Complimentary Admissions for Student-Athletes		X					Best Practice	6 Years after initial CSU enrollment or 2 years from last enrollment, whichever is
4.5.7	Drug-Testing Consent/Results		X					Best Practice	6 Years after initial CSU enrollment or 2 years from last enrollment, whichever is
4.5.8	Historical Report		X					Best Practice	6 Years after initial CSU enrollment or 2 years from last enrollment, whichever is
4.5.9	Letter of Intent - Conference		X					Best Practice	6 Years after initial CSU enrollment or 2 years from last enrollment, whichever is
4.5.10	Letter of Intent - National		X					Best Practice	6 Years after initial CSU enrollment or 2 years from last enrollment, whichever is
4.5.11	NCAA Student Athlete Statement		X					Best Practice	6 Years after initial CSU enrollment or 2 years from last enrollment, whichever is
4.5.12	Promotional Activities & Community Service		X					Best Practice	6 Years after initial CSU enrollment or 2 years from last enrollment, whichever is
4.5.13	Student Host Instructions		X					Best Practice	6 Years after initial CSU enrollment or 2 years from last enrollment, whichever is
4.5.14	Student-Athlete Code of Conduct		X					Best Practice	6 Years after initial CSU enrollment or 2 years from last enrollment, whichever is
4.5.15	Student-Athlete Employment Approval		X					Best Practice	6 Years after initial CSU enrollment or 2 years from last enrollment, whichever is
4.5.16	Student-Athlete Financial Aid Report		X					Best Practice	6 Years after initial CSU enrollment or 2 years from last enrollment, whichever is
4.5.17	Student-Athlete Insurance information/claims/correspondence		X					Best Practice	6 Years after initial CSU enrollment or 2 years from last enrollment, whichever is

4.0	STUDENT RECORDS								
Record Identifier	**Record Title**	**Custodian of Records**	**Record Value:** O - Operational					**Retention Source Authority**	**Retention Period**
			O	F	L	H	V		
4.6	**Student Conduct Records**								
Notes:	Student Disciplinary Records Exceptions: 2. Agreement (e.g. settlement, waiver, contract) with student not to sue in place. Seal records, permanently retain. 3. Records to be retained according to a court order for a specified amount of time. 4. Records were frozen with registration hold. Records retention requirements will restart once registration hold is lifted. 5. Student agrees not to return to campus or grounds, freeze on records and registration. Permanently retain records. 6. Student is found to be a threat to life, has been found with, or used force with deadly weapons. Permanently retain records. 7. Student agrees not to enroll as part of an agreement or resolution. Permanently retain records. 8. Student accesses their conduct records, restarts the retention requirement period.								
4.6.1	Actions warranting Clery Reporting		X		X	X		20 USC § 1092(f)	7 years from date of incident
4.6.2	Disciplinary Expulsion		X		X	X		Executive Order 1098	Permanently noted on transcript. Permanently retain judicial case records.
4.6.3	Disciplinary Probation		X		X	X		Executive Order 1098	Beginning and end date for the period of time that the probation is in effect is entered on student's transcript. Retain judicial case records seven years from the date the sanction was imposed, extending the period of retention in cases where the student is involved in a subsequent offense.
4.6.4	Disciplinary Suspension, longer than one Academic Year		X		X	X		Executive Order 1098	Permanently noted on transcript. Permanently retain judicial case records.
4.6.5	Disciplinary Suspension, up to one Academic Year		X		X	X		Executive Order 1098	Beginning and end date for the period of time that the suspension is in effect is entered on student's transcript. Retain judicial case records seven years from the date the sanction was imposed, extending the period of retention in cases where the student is involved in a subsequent offense.
4.6.6	Discipline resulting in less severe resolutions than "Disciplinary Probation" and/or do not require notation to student transcript		X		X	X		CSU Business Practice	Retain for the remainder of the student's enrollment at the university or up to five years from the date the matter was resolved, whichever is shorter.
4.7	**Student Health Records**								
4.7.1	Medical records		X					Medical Board of California	10 years after graduation or date of last visit
4.7.2	Mental Health records		X					Cal. Bus. & Prof. Code § 4980.49, 4989.51, 4993, 4999.75; increased from 7 to 10 years to coincide w/ integrated medical records	10 years after graduation or date of last visit

4.0	STUDENT RECORDS								
Record Identifier	**Record Title**	**Custodian of Records**	**Record Value: O - Operational**					**Retention Source Authority**	**Retention Period**
			O	**F**	**L**	**H**	**V**		
4.7.3	Learning Disabiltiy Assessment performed by campus providers		X					Cal. Bus. & Prof. Code § 4980.49, 4989.51, 4993, 4999.75	7 years after graduation or date of last attendance
4.672	Personal data information forms		X					AACRAO	1 year after graduation or date of last attendance
4.8	**Veteran Records**								
Notes:	1. Veteran's Administration (VA) regulations require that all recruitment materials be retained for three years.								
	2. The VA regulations state that the following records must be retained for at least three years after the termination of enrollment.								
	3. Veterans Administration (VA) regulations require that all advertising, sales, and enrollment materials (e.g. catalogs) used by or on behalf of the institution								
	4. VA students' records must be kept for 3 years following the ending date of the last period certified to VA. Records need to be kept longer than 3 years only if								
4.8.1	Veterans administration		X					AACRAO	3 years after graduation or date of last attendance certifications