



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Records-Registrar Office

Division: Lincoln University

Sub-Section:

TITLE: Active Student Folders - Contains general correspondence, academic transcripts and admission applications for students enrolled in Lincoln	CUTOFF: EOSFY
DESCRIPTION: Active Student Folders - Contains general correspondence, academic transcripts and admission applications for students enrolled in Lincoln	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 10827 SERIES STATUS: Approved	APPROVAL DATE: 02/27/1992
TITLE: Enrollment Data - Count of full and part-time students and identification of students by county, state and country	CUTOFF: EOSFY
DESCRIPTION: Enrollment Data - Count of full and part-time students and identification of students by county, state and country	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 10824 SERIES STATUS: Approved	APPROVAL DATE: 02/27/1992
TITLE: Grade Sheets - Teachers list of grades of students	CUTOFF: EOSFY
DESCRIPTION: Grade Sheets - Teachers list of grades of students	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 10828 SERIES STATUS: Approved	APPROVAL DATE: 02/27/1992
TITLE: Graduation Rosters - Listing by year of students who have graduated	CUTOFF: EOSFY
DESCRIPTION: Graduation Rosters - Listing by year of students who have graduated	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 10825 SERIES STATUS: Approved	APPROVAL DATE: 02/27/1992



Agency Records Disposition Schedule

Department: Department of Higher Education

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Division: Lincoln University

Sub-Section:

TITLE: Inactive student folders - Contains general correspondence, academic transcripts **CUTOFF:** EOSFY

DESCRIPTION: Inactive student folders - Contains general correspondence, academic transcripts **RETENTION:** Years: Months: Days:

NOTES: **DISPOSITION ACTION:** Permanent

SERIES #: 10826 **SERIES STATUS:** Approved **APPROVAL DATE:** 02/27/1992

TITLE: Reference and printed materials * MFD ** Independent Audit *** Retention Periods Reflect Federal **CUTOFF:**
Guideline

DESCRIPTION: Reference and printed materials * MFD ** Independent Audit *** Retention Periods Reflect Federal **RETENTION:** Years: 3 Months: 0 Days: 0
Guideline

NOTES: **DISPOSITION ACTION:** Destroy

SERIES #: 10829 **SERIES STATUS:** Approved **APPROVAL DATE:** 02/27/1992