



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Division of Student Affairs

Division: Missouri State University

Sub-Section: Office of Registrar

TITLE: Academic Records **CUTOFF:** Last date of attendance or graduation

DESCRIPTION: Academic records of students including but not limited to: class lists with grades, grade rosters, transcripts/record cards and grade changes. **RETENTION:** Years: Months: Days:

NOTES: Retention is the standard of American Association of Collegiate Registrars and Admission's Officers (AACRAO). **DISPOSITION ACTION:** Permanent

SERIES: 17448 **SERIES STATUS:** Approved **APPROVAL DATE:** 9/8/2010

TITLE: Admission Registration and Attendance/Academic Progress Records for Applicants Who Enroll **CUTOFF:** Last date of attendance or graduation

DESCRIPTION: Records are admissions-related documents created at the time of admission including, but not limited to, admissions application, credit by examination, transcripts from other institutions, transfer evaluations, reinstatement from the Deans and military service records. **RETENTION:** Years: 5 Months: Days:

NOTES: **DISPOSITION ACTION:** Destroy

SERIES: 23215 **SERIES STATUS:** Approved **APPROVAL DATE:** 9/8/2010

TITLE: Admissions Documents for Applicants Who Do Not Enroll **CUTOFF:** End of semester of application

DESCRIPTION: Records are admissions-related documents including, but not limited to, admissions application, credit by examination, transcripts from other institutions, transfer evaluations, reinstatement from the Deans and military service records. **RETENTION:** Years: 1 Months: Days:

NOTES: **DISPOSITION ACTION:** Destroy

SERIES: 23220 **SERIES STATUS:** Approved **APPROVAL DATE:** 9/8/2010



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Division of Student Affairs

Division: Missouri State University

Sub-Section: Office of Registrar

TITLE: Family Educational Rights and Privacy Act Documents

CUTOFF: Last date of attendance or graduation

DESCRIPTION: Student request for non-disclosure, student's written consent for records disclosure and waivers for rights to access, requests for formal hearings, requests and disclosure of personally identifiable information (as specified under § 99.32 of FERPA), student statements on content of records regarding hearing panel decisions and written decisions of hearing panels.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 23214

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: General Correspondence

CUTOFF: Last date of attendance or graduation

DESCRIPTION: Records of a general nature that were created or received in the course of the Office of Registrar or Admission's daily functions that relate to student academic records.

RETENTION: Years: 3 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23217

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Publications, Statistical Documents and Institutional Reports

CUTOFF: EOSFY

DESCRIPTION: These files include, but are not limited to: catalogs, commencement programs, enrollment statistics, grade statistics and schedule of classes.

RETENTION: Years: 5 Months: Days:

NOTES:

DISPOSITION ACTION: Permanent - Transfer to University Archives

SERIES: 23212

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Division of Student Affairs

Division: Missouri State University

Sub-Section: Office of Registrar

TITLE: Registration and Attendance/Academic Progress Records for Applicants Who Enroll

CUTOFF: Last date of attendance or graduation

DESCRIPTION: These files, created while the student is attending the University, include, but are not limited to: change of schedule, transcript releases, enrollment verifications, registration forms and applications for graduation.

RETENTION: Years: 1 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23219

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Registration/Curriculum Records for Applicants Who Enroll

CUTOFF: Last date of attendance or graduation

DESCRIPTION: These records created by the Office of the Registrar document special permissions received by students including, but not limited to audit authorizations, pass/not pass requests, mixed credit, overload permits, authorizations to repeat, senior permission and refund appeals.

RETENTION: Years: 5 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23216

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Terminated Family Educational Rights and Privacy Act Documents

CUTOFF: Date of termination

DESCRIPTION: Student request for non-disclosure, student's written consent for records disclosure and waivers for rights to access that have been terminated by the student.

RETENTION: Years: 0 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23213

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Division of Student Affairs

Division: Missouri State University

Sub-Section: Office of Registrar

TITLE: Veteran's Administrative Documents

CUTOFF: Last Date of Attendance or Graduation

DESCRIPTION: These files include, but are not limited to: certification for eligibility, veteran's certification request form, and certification from the Veterans Administration.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES: Certification received through VA Once software.

DISPOSITION ACTION: Destroy

SERIES: 17473

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Withdrawal Requests

CUTOFF: Last date of attendance or graduation

DESCRIPTION: Requests from student to withdraw from the University submitted to the Office of the Registrar.

RETENTION: Years: 2 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23218

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010