

Academic Action Notifications	Communications notifying students of dismissal, academic probation, etc.	Active + 1 Year	Destroy	EDU1010
Academic Records (includes grades, course evaluations, competency assessments, etc.)	Record of academic work pursued.	Active + 6 Years	Permanent	EDU1000
Acceptance Letters and Relevant Admissions Correspondence for Applicants Who Do Matriculate	Student-specific correspondence relating to admission and enrollment at the institution.	Active + 1 Year	Destroy	EDU1010
Acceptance Letters for Applicants Who Do Not Matriculate	Letters notifying students of acceptance or non-acceptance to the institution.	1 Year	Destroy	EDU1100
Admission Correspondence for Applicants Who Do Matriculate	Form letters regarding admission and/or enrollment at the institution.	Active + 1 Year	Destroy	EDU1010
Advanced Placement Records for Applicants Who Do Matriculate	Forms and records supporting consideration for advanced placement in course(s) where no credit is granted.	Active + 1 Year Scores valid for 5 years.	Destroy	EDU1010
Advanced Placement Records for Applicants Who Do Not Matriculate	Forms and records supporting consideration for advanced placement in course(s).	1 Year	Destroy	EDU1100
Annual Interim Fiscal Operations Reports	Reports to federal government on expenditures for federal programs.	Active + 6 Years Review for historical value.	Archives	EDU2000 (See Note 3)
Applications for Admission or Readmission (Reentry) for Applicants Who Do Matriculate	Forms requesting admission or readmission to the institution.	Active + 1 Year	Destroy	EDU1010
Applications for Admission or Readmission (Reentry) for Applicants Who Do Not Matriculate	Forms requesting admission or readmission to the institution.	1 Year	Destroy	EDU1100
Applications for Graduation		Active + 1 Year	Destroy	EDU1010
Audit Authorizations	Approval forms to audit a class.	Retain 1 year after audit or 3 years after date submitted.	Destroy	EDU1010
Award Letters	Summarizes students' financial aid each year and confirms acceptance or rejection.	Active + 6 Years	Destroy	EDU2000 (See Note 3)
Basic Education Opportunity Grant (Pell) Files	Includes eligibility, statement of educational purpose, correspondence, etc.	Active + 6 Years	Destroy	EDU2000 (See Note 3)
Catalogs	Official bulletins of the institution	Indefinite	Archives	EDU3000
Change of Course Schedule (Add/Drop)		Active + 1 Year	Destroy	EDU1010

Change of Grade Forms (Update Documents)		Active + 6 Years	Permanent	EDU1000
Check Registers for Federal Loans	Record of checks sent to students for National Direct Student Loans and Health Education Assistance Loans.	Active + 6 Years	Destroy	EDU2000 (See Note 3)
Class Schedules (Students)	Lists of classes student took a given term.	Active + 1 Year	Destroy	EDU1010
College / Department Office Student Files	Files maintained in individual college and department offices on students enrolled in that college or department. Includes transcripts, letters of recommendation, etc. Includes students who have graduated, actively enrolled students, and students who are no longer actively enrolled.	Active + 1 Year	Destroy	EDU1010
Commencement Programs		Indefinite	Archives	EDU3000
Continuing Education Student Records	Files include two types of records: students enrolled in special interest courses, and students enrolled in professional certification programs.	Active + 6 Years	Destroy	EDU1010
Correspondence for Applicants Who Do Not Matriculate		1 Year	Destroy	EDU1100
Correspondence, Relevant	Student-specific correspondence (other than admissions).	Active + 1 Year	Destroy	EDU1010
Credit by Examination Form		Active + 6	Permanent	EDU1000
Credit/No Credit Approvals		Retain 1 year after audit or 3 years after date submitted.	Destroy	EDU1010
Curriculum Development Files	Files documenting approval of new programs and degrees.	Indefinite	Archives Review for continuing administrative or historical value.	EDU3000
Degree Statistics		Indefinite	Archives	EDU3000
Draft Registration Compliance Record	Testimony to draft registration by student in order to receive financial aid.	Active + 6 Years	Destroy	EDU2000 (See Note 3)
Enrollment Statistics		Indefinite	Archives	EDU3000
Entrance Examination & Placement Test Reports (ACT, CEEB Test Scores) for Applicants Who Do Matriculate	Standardized test scores related to admission to the institution and placement test scores.	Active + 1 Year	Destroy	EDU1010
Entrance Examination & Placement Test Reports (ACT, CEEB, Test Scores) for Applicants Who Do Not	Standardized test scores related to admission to the institution and placement test scores.	1 Year	Destroy	EDU1100

Matriculate

Faculty Grade Report (Grade or narrative)	Copy of grade reports as submitted to registrar by faculty.	Active + 6 Years	Permanent	EDU1000
Foreign Student Forms (I-20, etc.) for Applicants Who Do Matriculate		5 Years See note 2.	Destroy	EDU1010
Grade Reports (Registrar's Copies)	Copy of grade report as sent to student. Grade or narrative.	Active + 1 Year	Destroy	EDU1010
Grade Statistics		Indefinite	Archives	EDU3000
Graduate Scholarship / Assistantship Awards	Records sent by colleges to Financial Aid indicating awards to graduate students.	Active + 6 Years	Destroy	EDU2000 (See Note 3)
Graduation Authorizations	Documents certifying completion of degree requirements.	Active + 1 Year	Destroy	EDU1010
Graduation Lists		Indefinite	Archives	EDU3000
Grants-In-Aid Records	Authorizations from Athletic Department including copies of quarterly billings and payments.	Active + 6 Years	Destroy	EDU2000 (See Note 3)
Guaranteed Student Loan Applications	Copy of student loan application, which is forwarded back to potential lending institution.	Active + 6 Years	Destroy	EDU2000 (See Note 3)
Health Profession Loan Student Files	Contains all documents relating to granting of loans, including correspondence, promissory note, confidential form, etc.	Active + 6 Years	Destroy	EDU2000 (See Note 3)
IPEDS Reports (Integrated Postsecondary Education Data System)		Indefinite	Archives	EDU3000
Letters of Recommendation for Applicants Who Do Matriculate	Letters of reference supporting application to the institution.	Active + 1 Year	Destroy	EDU1010
Letters of Recommendation for Applicants Who Do Not Matriculate	Letters of reference supporting application to the institution.	1 Year	Destroy	EDU1100
Medical Records for Applicants Who Do Matriculate	Medical records related to application to the institution.	Active + 1 Year	Destroy	EDU1010
Medical Records for Applicants who Do Not Matriculate	Medical records related to application to the institution.	1 Year	Destroy	EDU1100
National Guard Scholarship Rosters	Lists of students receiving scholarships from the Ohio National Guard.	Active	Destroy Review for continuing administrative or historical value.	EDU3010

National Merit Scholarship Files	Includes correspondence and applications by finalists.	Active + 6 Years	Destroy	EDU2000 (See Note 3)
Non-Recipient Financial Aid Files	Copy of FAF for students who did not receive aid or enter the university or college.	1 Year	Destroy	EDU1100
Nursing Loan Student Files	Contains all documents relating to granting of loans, including correspondence, confidential information sheet, promissory note, etc.	Active + 6 Years	Destroy	EDU2000 (See Note 3)
OBOR Reports (Ohio Board of Regents)		Indefinite	Archives	EDU3000
Official Class Roster	Lists of students enrolled for individual classes.	Active	Destroy	EDU3010
Ohio Academic Scholarship Rosters	Lists of students receiving scholarships for current academic year.	Active	Destroy Review for continuing administrative or historical value.	EDU3010
Ohio Bureau of Vocational Rehabilitation Files	Record of awards by state agency for handicapped students.	Active + 6 Years	Destroy	EDU2000 (See Note 3)
Ohio Instructional Grant Files	Record submitted by student for payment of fees. Eventually sent to OBOR for payment.	Active	Destroy Review for continuing administrative or historical value.	EDU3010
Ohio Instructional Grant Rosters	List of students receiving grants for current academic year.	Active + 6 Years	Destroy	EDU2000 (See Note 3)
Pass/Fail Request		Active + 1 Year	Destroy	EDU1010
Personalized Recruitment Materials for Applicants Who Do Matriculate	Student-specific letters related to encouraging potential student to attend the institution.	3 Years VA regulations require that all recruitment materials be retained 3 years.	Destroy	EDU1010
Personalized Recruitment Materials for Applicants Who Do Not Matriculate	Student-specific letters related to encouraging potential student to attend the institution.	3 Years VA regulations require that all recruitment materials be retained 3 years.	Destroy	EDU1010
Placement Files	Files maintained on alumni for purposes of career placement. Includes credentials, letters of recommendations, etc. Students pay to have credentials maintained.	Active + 1 Year	Destroy	EDU1010
Program Requirement Modification	Change of major forms; degree requirement waiver or substitution authorization.	Active + 1 Year	Destroy	EDU1010
Racial/Ethnic Statistics		Indefinite	Archives	EDU3000
Registration/Enrollment Forms		Retain 1 year after audit or 3 years after end of term.	Destroy	EDU1010

Requests and Disclosures of Personally Identifiable Information		Active + 3 Years	Destroy	EDU1030
Requests for Formal Hearings		ACT + 3 Years	Destroy	EDU1030
Schedule of Classes (Institutional)	Schedule of classes offered each term by the institution.	Indefinite	Archives	EDU3000
Scholarships	Applications, correspondence, and general information.	Active + 6 Years	Destroy	EDU2000 (See Note 3)
Sponsored Student Account Files	Record of students sponsored by corporations and special scholarships, including authorizations, transactions, account numbers, etc.	Active + 6 Years	Destroy	EDU2000 (See Note 3)
Statement of Educational Progress	Confirms individual student's progress toward degree to maintain federal financial aid.	Active + 6 Years	Destroy	EDU2000 (See Note 3)
Student Financial Aid Files	Files on recipients, including award notices, FAF's, and FAF need analysis reports.	Active + 6 Years	Destroy	EDU2000 (See Note 3)
Student Requests for Nondisclosure of Directory Information		Active + 3 Years	Destroy	EDU1030
Student Statements on Content of Records Regarding Hearing Panel Decisions		Active + 3 Years	Destroy	EDU1030
Student Waivers for Rights of Access To See Letters of Recommendation for Admission for Applicants Who Do Matriculate		Active + 3 Years	Destroy	EDU1030
Student's Written Consent for Records Disclosure		Active + 3 Years	Destroy	EDU1030
Tax Files	Copies of parents' 1040 tax form used to prove student's dependency.	Active + 6 Years	Destroy	EDU2000 (See Note 3)
Transcript Requests -- Other Than Student Requested		Active + 6 Years	Permanent	EDU1000
Transcripts - High School for Applicants Who Do Matriculate	Applicant's high school transcripts.	Active + 1 Year	Destroy See note 1.	EDU1010
Transcripts - High School for Applicants Who Do Not Matriculate	Applicant's high school transcripts.	1 Year	Destroy See note 1.	EDU1100
Transcripts - Other Colleges for Applicants Who Do	Records of courses taken at other post-secondary institutions and documents	Active + 1 Year	Destroy See note 1.	EDU1010

Matriculate	supporting prior learning, including credit for military training.				
Transcripts - Other Colleges for Applicants Who Do Not Matriculate	Records of courses taken at other post-secondary institutions and documents supporting prior learning.	1 Year	Destroy	See note 1.	EDU1100
Transfer Credit Evaluations		Active + 1 Year	Destroy		EDU1010
Tuition and Fee Schedule	Listing of fee charges for each term by an institution.	Indefinite	Archives		EDU3000
Veterans Administration Records and Correspondence		Active + 3 Years	Destroy		EDU1010
Withdrawal Authorizations		Retain 1 year after audit or 3 years after end of term (whichever is first.	Destroy		EDU1010
Work-Study Student Files	Contains application, PERS exemption form, and evaluations of students employed under Work-Study Program.	Active + 6 Years	Destroy		EDU2000 (See Note 3)
Written Decisions of Hearing Panels		Active + 3 Years	Destroy		EDU1030

Note 1. Some documents from institutions in other countries may be originals and therefore difficult or impossible for the applicant to replace. The records custodian may want to return these documents to the applicant.

Note 2. Since many items included in foreign students' records are to be retained for at least five years, it is recommended that Immigration and Naturalization Service documentation also be retained five years.

Note 3. If funding source is United States Department of Education, see Retention Group EDU2100. Retention period is ACT+3.