



## Retention of College Student Records (non-academic)<sup>1</sup>

Student records (non-academic, including international student records, health records, counseling records, recruiter records, and student organization administration records) and Campus Safety incident reports.

1. **Separate** records that are no longer active.
2. Consult record retention schedules to **determine** which inactive records must be retained.
3. Contact the Record Retention Committee if assistance is needed to **arrange for storage**.
4. Dispose of routine records that do not require retention.
5. If access to stored records is required, contact the Record Retention Committee if assistance is needed to **retrieve**.
6. At the end of a required retention period, contact the Record Retention Committee if assistance is needed with **disposal** arrangements.

*C:\Grace's Folders\Client\Files\UnionCollege\Computers\Record Retention\Retention of College Student Records Part I 2009\05'29.doc*

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<sup>1</sup> Other areas will be:

“Academic Records” (VP for Academic Affairs & Dean of the Faculty): including faculty records (e.g., personnel, search, third year reappointment, tenure records), student records (academic, including exams, thesis), registrar records.

“Financial Records” (VP for Finance & Administration): including financial, human resources (non-academic), grants, facilities, and risk management records.

“Admissions Records” (VP for Admissions, Financial Aid & Enrollment): including admissions, financial aid records.

“College Relations Records” (VP for College Relations): including alumni, communication records.

“Corporate Records” (Assistant to the President): including corporate records, bylaws, resolutions, minutes, institutional studies.