

<p>1 Enrollment Records May include the following: [Change of Course (add/drops), Registration Forms, Withdrawal authorization, and Secondary School Enrollment Record]</p>	<p>RO Withdrawal (Late) RO Withdrawal (Total) RO Add/Drop RO Class Schedule Form RO Course Time Conflict RO Credit-No-Credit Form RO Faculty Drop/Withdraw RO Proxy Registration Form RO Registration RO Request for Credit Overload RO Secondary School Signature RO Special Permissions Form</p>	<p>Both</p>	<p>18 months from document creation</p>	<p>Registrar OnBase Systems</p>	<p>Destroy/Delete 18months from document creation (Purge from ECM system) Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment after scanned into ECM System.</p>
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University of Alaska Registrar Records Retention/OnBase Document Type and Disposition Schedule

Retention Periods are Expressed in Years Unless Otherwise Noted

Effective Date August 6, 201

3 Admissions Letters

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5 Academic Decision include the following: [Academic Action Authorization, Requests For Formal Hearings, Student statements on content of records regarding hearing panel decisions, Transcript High School, Written decisions of hearing panels]	May	RO Appeal of Academic Decision/Actions RO Communication (Confidential) RO GED Score	Both
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8 Graduation Application

RO Application (Graduation)

Both

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19	Letters to Registrar	RO Correspondence (Incoming) RO Duplicate Diploma Form RO Replacement Diploma Form	Both	5 years after last attendance	Registrar OnBase Systems	Destroy/Delete 5 years from date of student last attendance or graduation (Purge from ECM system) Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment after scanned into ECM System.	Based on AACRAO Guide for Retention & Disposition of Student Records (2010). University of Alaska Student Enrollment Services Best Practices. Family Educational Rights and Privacy Act (FERPA). Alaska Statute 45.48
20	Letters from Registrar	RO Correspondence (Outgoing)	Both	80 years	Registrar OnBase Systems	Destroy/Delete 80 years from received(Purge from ECM system) Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment after scanned into ECM System.	Based on AACRAO Guide for Retention & Disposition of Student Records (2010). University of Alaska Student Enrollment Services Best Practices.
21	Foreign/Intl. student forms (I-20s)	RO Financial Statement RO Financial Supporting Doc RO Intl Advisor Approval Form RO Intl Document	Paper	80 years after received	Registrar OnBase Systems	Destroy/Delete 80 years from date of student last attendance or graduation (Purge from ECM system) Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment after scanned into ECM System	Based on AACRAO Guide for Retention & Disposition of Student Records (2010). University of Alaska Student Enrollment Services Best Practices.

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22 Graduation Documents (5 years)

- RO Graduate Document (Add GR Degree Program)
- RO Graduate Document (Advancement)
- RO Graduate Document (Advisory Committee)
- RO Graduate Document (Annual Advisory Report)
- RO Graduate Document (Comp Exam)
- RO Graduate Document (Defense)
- RO Graduate Document (Final Clearance)
- RO Graduate Document (Language)
- RO Graduate Document (Misc.)
- RO Graduate Document (Petition)
- RO Graduate Document (Study Plan)
- RO Graduate Document (Thesis Clearance)
- RO Graduation Requirement Report
- RO Leave of Absence Form
- RO Study Plan

Both

5 years after graduation or date of last attendance

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24	Miscellaneous	RO Miscellaneous	Both	5 years after last attendance	Registrar OnBase Systems	Destroy/Delete 5 years from date of student last attendance or graduation (Purge from ECM system) Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment after scanned into ECM System.	University of Alaska Student Enrollment Services Best Practices.
25	NCAA	RO NCAA Eligibility	Paper	10 years	Registrar OnBase Systems	Destroy/Delete 10 years after creation (Purge from ECM system) Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment after scanned into ECM System.	Based on AACRAO Guide for Retention & Disposition of Student Records (2010). University of Alaska Student Enrollment Services Best Practices.
26	NSE / ISE	RO NSE Contract RO NSE/ISE Application	Both	5 years after graduation or date of last attendance	Registrar OnBase Systems	Destroy/Delete 5 years from date of student last attendance or graduation (Purge from ECM system) Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment after scanned into ECM System.	Based on AACRAO Guide for Retention & Disposition of Student Records (2010). University of Alaska Student Enrollment Services Best Practices. Family Educational Rights and Privacy Act (FERPA). Alaska Statute 45.48
27	Petition (53)	RO Petition	Both	80 years	Registrar OnBase Systems	Destroy/Delete 80 years from date of student last attendance or graduation (Purge from ECM system) Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment after scanned into ECM System	Based on AACRAO Guide for Retention & Disposition of Student Records (2010). University of Alaska Student Enrollment Services Best Practices.

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31 Subpoenas include the following: [Subpoenas- requesting release of information, Students written request for records disclosure]	May	RO Subpoena/Legal	Both	80 years	Registrar OnBase Systems	Destroy/Delete 80 year from submission (Purge from ECM system) Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment after scanned into ECM System.	Based on AACRAO Guide for Retention & Disposition of Student Records (2010). University of Alaska Student Enrollment Services Best Practices.
32 ALC Transcript		RO Transcript (ALC-UAA)	Paper				