

**University of Alaska
Student Records Retention Schedule**

Vital	Record Title	Minimal Retention Time	Custodian/Location (Dependent on MAU)	Description/Details
	ADMISSIONS/RECORDS/REGISTRAR DOCUMENTS			As of October 26, 2005
	Academic Action Authorizations (dismissal)	5 years after graduation or date of last attendance	Registrar's Office	* All Admission documentation for students who do not enroll should be kept for only 1 year after application term
*	Academic Records (including narrative evaluations, competency assignments, etc.)	Permanent	Registrar's Office	
	Acceptance Letters	5 years after graduation or date of last attendance	Admissions Office or designee	see note 1, 3
*	Advanced Placement and Other Placement Test scores	5 years after graduation or date of last attendance	Registrar's Office	
	Advancement to Candidacy Forms	80 years	Registrar's Office	see note 8
	Applications for admission/readmission	5 years after graduation or date of last attendance	Admissions Office	see note 1
*	Applications for Graduation	1 year after graduation	Registrar's Office	

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	Personal Data Information Forms	1 year after graduation	Registrar's Office	
*	Petitions	Permanent	Registrar's Office	
	Placement tests records/scores	5 years after graduation or date of last attendance	Admissions Office	see note 1
	Race/ethnicity Statistics	Permanent	Institutional Research	see note 6
	Recruitment materials	May dispose of materials after enrollment	Admissions Office or designee	see note 3
	Registration Forms	80 years	Registrar's Office	AACRAO requires this document be held minimally for 1 year after graduation, see note 8
	Requests for formal hearings	80 years	Registrar's Office	see note 8
	Requests for non-disclosure of personal info	80 years	Registrar's Office	see note 8
	Residency application/classification forms	5 years after graduation or date of last attendance	Registrar's Office	see note 1
	Schedule of Classes (institutional)	Permanent	Registrar's Office	see note 6
	Secondary School Enrollment Record	1 year after graduation/1 year after submission	Registrar's Office	
	Student statements on content of records regarding hearing panel decisions	80 years	Registrar's Office	see note 8
	Student's written consent for records disclosure	80 years	Registrar's Office	see note 8
	Subpoenas - requesting release of information	Permanent	Registrar's Office	
	Transcripts-other colleges	5 years after graduation or date of last attendance	Admissions Office or designee	see note 1, 3, 4
	Transcripts-high school	5 years after graduation or date of last attendance	Admissions Office	see note 1, 4
*	Transcripts (Inst. and other colleges)	Permanent	Registrar's Office	
	Transcript Requests	1 year after submission	Registrar's Office	
	Transfer credit evaluations	5 years after graduation or date of last attendance	Admissions Office or designee	see note 1, 3
	Tuition and Fee Changes	5 years after graduation or date of last attendance	Institutional Research	
	VA Related Documents	80 years	Registrar's Office or designee	see note 3 VA requires all records and computations showing compliance with the requirements of the VA Regulation No. 14201 be retained for three years.
	Waivers for rights of access to see letters of recommendation for admission	1 year after submission	Admissions Office	see note 2 FERPA permits access to letters of recommendation not accompanied by waivers and retained beyond
	Withdrawal authorizations	2 years after graduation or date of last attendance	Registrar's Office	
*	Written decisions of hearing panels	80 years	Registrar's Office	

FINANCIAL AID DOCUMENTS

Financial aid documents (see Related Schedule H-Federal Aid Record Requirements) 3 years after annual audit has been accepted by the Department of Education

Accrediting and licensing agency review/rpts	3 years from award year	Financial Aid Office	
Application data submitted to DOE by school on behalf of students	3 years from award year	Financial Aid Office	SFA see note 5
Additional [redacted] award year [redacted]		Financial Aid Office	[redacted]
Bank statements for accounts containing funds	3 years from award year	Financial Aid Office	
Cost of attendance information	3 years from award year	Institutional Research	SFA see note 5

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	Records of student accounts	3 years from award year	Financial Aid Office	
	Records related to financial responsibility	3 years from award year	Financial Aid Office or MAU Designee	
	Records supporting - Accrediting and licensing agency reports	3 years from award year	Financial Aid Office	
	Records supporting - Audit reports and school responses	3 years from award year	Financial Aid Office	
	Records supporting - Pell grant statement of accounts	3 years from award year	Financial Aid Office	
	Records supporting - Program reconciliation reports	3 years from award year	Financial Aid Office	
	Records supporting data on required reports:	3 years from award year	Financial Aid Office	
	Satisfactory Academic Progress Documents	3 years from award year	Financial Aid Office	SFA see note 5
	Self-evaluation reports	3 years from award year	Financial Aid Office	
	State Agency reports	3 years from award year	Financial Aid Office	
	Student aid report (by student) to determine eligibility	3 years from award year	Financial Aid Office	SFA see note 5
	Student Records	3 years from award year	Financial Aid Office	
	Transfer students - Financial Aid history information	3 years from award year	Financial Aid Office	SFA see note 5

Notes:

Guidelines:

1. These records will typically become part of a student's permanent academic record and have been defined as "vital."