

California State University RECORDS/INFORMATION RETENTION AND DISPOSITION SCHEDULE

Record Series Identifier	Record Series Name						Admission Records for Students who do not enroll shall be retained for 1 year after the application term had concluded.		
4.0	STUDENT RECORDS								
Record Identifier	Record Title	Custodian of Records	Record Value: O - Operational F - Fiscal L - Legal H - Historical V - Vital					Retention Source Authority	Retention Period
			O	F	L	H	V		
4.1	Admissions Records for Applicants Who Enroll							Based on "American Association of Collegiate Registrars and Admissions Officers (AACRAO)" Student Records Management: Retention, Disposal, and Archive of Student Records ©2019 Edition, unless otherwise indicated.	
<p>Notes:</p> <ol style="list-style-type: none"> The retention periods below are based on the following: <ol style="list-style-type: none"> Uniform retention periods allow for the destruction of the entire application folder which will save time reviewing and sorting documents. Essential data will be recorded on academic records which are retained permanently. FERPA states that letters of recommendation not accompanied by waivers and retained beyond their intended use may be viewed by the student. As a consequence, it is recommended that these letters be destroyed after admission of the student. Waivers of rights of access filed with letters of recommendations should be Veterans Administration (VA) regulations state that the following student records must be retained for at least three years after termination of enrollment. <ol style="list-style-type: none"> Previous education or training (transcripts from other colleges and source documents for other nontraditional credit). Evidence of formal admission. The regulations state that longer retention will not be required unless a written request is received from the General Accounting Office or Educational institutions participating in federal, state, and private programs of low-interest loans to students shall retain student records of admission and placement for three years after graduation or withdrawal. In the event of an open audit, records shall be retained until all questions are resolved. Some documents from institutions in other countries may be originals and therefore difficult or impossible for the applicant to replace. The records custodian may be asked to return these documents to the applicant, as well as retain a copy of them. 									
4.1.1	Admission letters (including admission, denial, or waitlist)		X					AACRAO	3 years after graduation or date of last attendance

**California State University
RECORDS/INFORMATION RETENTION AND DISPOSITION SCHEDULE**

4.0 STUDENT RECORDS									
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			O	F	L	H	V		
4.1.2	Admission letters (Special Programs)		X					AACRAO	3 years after graduation or date of last attendance or until administrative need is satisfied
4.1.3	Correspondence, relevant		X					AACRAO	3 years after graduation or date of last attendance
4.1.4	Waivers of rights of access (admissions) Waiving right to access to admission letters of recommendation		X					AACRAO	3 years after graduation or date of last attendance
4.1.5	Application for admission (or Readmission)		X					AACRAO	1 year after first term of enrollment
4.1.6	Credit by examination (Reports/scores on Advanced Placement, CLEP, etc.)		X					AACRAO	1 year after first term of enrollment
4.1.7	Entrance examination (Standardized test scores, such as ACT/SAT, LSAT, MCAT, GRE, TOEFL, etc.)		X					AACRAO	3 years after graduation or date of last attendance
4.1.8	Medical records (immunization records)		X					AACRAO	3 years after graduation or date of last attendance
4.1.9	Letters of recommendation (admissions)		X					AACRAO	Until Admitted
4.1.10	Military Documents		X					AACRAO	3 years after graduation or date of last attendance
4.1.11	Placement test scores/reports		X					AACRAO	3 years after graduation or date of last attendance
4.1.12	Release from high school or Dual Enrollment forms		X					AACRAO	3 years after graduation or date of last attendance

California State University RECORDS/INFORMATION RETENTION AND DISPOSITION SCHEDULE

4.0	STUDENT RECORDS								
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4.1.13	Residency classification forms		X					AACRAO	3 years after graduation or date of last attendance
4.1.14	Transcripts (high school)		X					AACRAO	3 years after graduation or date of last attendance
4.1.15	Transcripts (other colleges)		X					AACRAO	3 years after graduation or date of last attendance
4.2	Student Academic Records								
<p>Notes:</p> <ol style="list-style-type: none"> The retention periods below are based on the following: <ol style="list-style-type: none"> Uniform retention periods allow for the destruction of the entire application folder which will save time reviewing and sorting documents. Essential data will be recorded on academic records which are retained permanently. Any record recommended for permanent retention should be retained in a medium that takes into consideration the nature of the document and its need for The recommended retention period based on graduation or non-attendance should begin with the date of graduation or the date, term, semester and year of FERPA specifically requires institutions to maintain records of requests and disclosures of personally identifiable information except for defined "directory information" and requests from students for their own records. The records of disclosures and requests for disclosures are considered part of the students' educational records; therefore, they shall be retained as long as the education records to which they refer are retained by the institution. The VA regulations state that the following records must be retained for at least three years after the termination of enrollment. <ol style="list-style-type: none"> Grade reports and/or statements of progress (academic records) Change of course forms Transfer credit evaluations Degree audit records Veterans Administration (VA) regulations require that all advertising, sales, and enrollment materials (e.g. catalogs) used by or on behalf of the institution during the previous 12 months must be retained and available for review. In addition, records of tuition and fees charged to and collected from students, grade reports, and statements 									

**California State University
RECORDS/INFORMATION RETENTION AND DISPOSITION SCHEDULE**

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<p>7. Educational institutions that participate in federal, state, and private programs of low interest loans must retain for three years after graduation or withdrawal students' records of academic progress, attendance, and courses studied according to the General Education Provision Act as amended by the Improving America's School Act of</p> <p>8. Email regarding student records that are transitory in nature can be discarded when no longer needed. Email and electronic communication that contains important information or that forms the basis or the result of an academic or administrative decisions may need longer retention. Example: email containing approval for a change of</p> <p>9. Student demographic data and other information about a student who attended the institution will likely need to be kept for a much longer period and/or permanently.</p>																
4.2.1	Academic advisement records		X					AACRAO	3 years after graduation or date of last attendance							
4.2.2	Academic warning (notice of academic action related to academic non-performance/deficiency)		X					AACRAO	3 years after graduation or date of last attendance							
4.2.3	Academic suspension (notice of academic action related to academic non-performance/deficiency)		X			X		AACRAO	Permanent							
4.2.4	Academic integrity code violations - with sanctions (notice of violation of academic integrity policies including sanctions , if any)		X			X		AACRAO	Permanent							
4.2.5	Academic Records - miscellaneous (narrative evaluations, competency assessments, etc.)		X			X		AACRAO	Permanent							
4.2.6	Correspondence, student (Related to academic records, inquiries)		X					AACRAO	3 years after graduation or date of last attendance							
4.2.7	Grievance/complaint by student (various course/exam related issues, not grade of FERPA disputes)		X					AACRAO	Until administrative need satisfied							

**California State University
RECORDS/INFORMATION RETENTION AND DISPOSITION SCHEDULE**

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4.2.8	Leave of absence		X					AACRAO	Until administrative need satisfied
4.2.9	Major changes, certification of 2nd majors, minors		X					AACRAO	Until administrative need satisfied
4.2.10	Petitions (exceptions to academic rules)		X					AACRAO	Until administrative need satisfied
4.2.11	Thesis/Dissertation		X			X		AACRAO	Permanent
4.2.12	Transcripts					X		AACRAO	Permanent
4.2.13	Enrollment verifications (verifications of enrollment, graduation, GPA, and other related academics)		X					AACRAO	Until administrative need satisfied
4.2.14	Residency verification records (Documents in support of verifying residency in state for tuition purposes)		X					AACRAO	Until administrative need satisfied
4.2.15	Teacher Certifications		X					AACRAO	Until administrative need satisfied
4.2.16	Transcript requests (Official transcript requests by student)		X					AACRAO	Until administrative need satisfied
4.2.17	Application for degree or other credential (degree application, record of degree name, etc.)		X					AACRAO	3 years after graduation or date of last attendance or until administrative need is satisfied

**California State University
RECORDS/INFORMATION RETENTION AND DISPOSITION SCHEDULE**

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4.2.18	Graduation lists (lists of graduates for graduating class)		X				X		AACRAO	Permanent	
4.2.19	Substitutions/waivers (approval to meet program requirements with administrative action)		X						AACRAO	Until administrative need satisfied	
4.2.20	Exams (final)/graded coursework		X						AACRAO	One year after course completion	
4.2.21	Grade appeal/complaint (student final grade dispute)		X						AACRAO	One year after course completion	
4.2.22	Grade book - faculty (record of students in course and work completed)		X						AACRAO	Five years after course completion	
4.2.23	Grade change forms (Record of authorization to change grades)		X						AACRAO	Until administrative need satisfied	
4.2.24	Grade reports (midterm)		X						AACRAO	End of term	
4.2.25	Grade submission sheets/data (original records of grades submitted at end of term)		X				X		AACRAO	Permanent	
4.2.26	Name change authorizations		X						AACRAO	Until administrative need satisfied	
4.2.27	(change of address, race/ethnicity questionnaires, and other demographic data)		X						AACRAO	Until administrative need satisfied	

**California State University
RECORDS/INFORMATION RETENTION AND DISPOSITION SCHEDULE**

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4.2.28	Transfer credit evaluations		X					AACRAO	3 years after graduation or date of last attendance
4.2.29	Class schedules (student schedules for each term)		X					AACRAO	Until administrative need satisfied
4.2.30	Class lists (record of class rosters for each term)		X					AACRAO	Until administrative need satisfied
4.2.31	Course repeat form/approval		X					AACRAO	Until administrative need satisfied
4.2.32	Credit/no credit, audit, or pass/no pass approvals (authorization from various enrollment options)		X					AACRAO	Until administrative need satisfied
4.2.33	Enrollment changes (record of student add/drop/withdraw from class)		X					AACRAO	Until administrative need satisfied
4.2.34	Hold or encumbrance authorizations (Registration and transcript holds)		X					AACRAO	Until administrative need satisfied
4.2.35	Registration/enrollment records (initial registration forms, current enrollment records)		X					AACRAO	Until administrative need satisfied
4.2.36	Withdrawal/cancellation of enrollment records (record of request to withdraw from all classes)							AACRAO	Until administrative need satisfied

**California State University
RECORDS/INFORMATION RETENTION AND DISPOSITION SCHEDULE**

4.0		STUDENT RECORDS									
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4.2.37	Electronic Data - Data change logs (electronic log of changes to enrollment and other data, including date/time stamp information and user that changed data if that data is maintained separately in system)		X			X		AACRAO	10 years		
4.2.38	Electronic Data - Emails and other electronic communications that authorize academic/enrollment actions and /or provide directory/non directory information about a student.		X					AACRAO	Until administrative need satisfied		
4.2.39	Electronic Data - Enrollment data (Electronic records of enrollment is classes, including records of drop, add and enrollment change activity.		X			X		AACRAO	10 years		
4.2.40	Electronic Data - Grade data (Electronic record of submitted grades and grade changes, including date/time stamp and user data)		X			X		AACRAO	Permanent		
4.2.41	Electronic Data - Student Demographic Information (electronic student data including student characteristics, date of birth, former names, address information, photo ID and ethnic		X			X		AACRAO	50 years		
4.2.42	Catalogs (Published annually or bi-annually, record of courses, degrees, and programs of study offered)		X			X		AACRAO	Permanent		
4.2.43	Commencement programs (Published record of graduates for public distribution)		X			X		AACRAO	Permanent		

**California State University
RECORDS/INFORMATION RETENTION AND DISPOSITION SCHEDULE**

4.0	STUDENT RECORDS										
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4.2.44	Degree Statistics (record of degrees granted by institution per graduation term and/or annually)		X				X		AACRAO	Permanent	
4.2.45	Enrollment Statistics (Per term report of enrolled by students, e.g. by class, by course, totals, headcount, and FTE)		X				X		AACRAO	Permanent	
4.2.46	statistics (Report of grades given, including summary grade point statistics by class)		X				X		AACRAO	Permanent	
4.2.47	Instructor evaluations (by students)		X						AACRAO	one semester or until administrative need is satisfied	
4.2.48	Race/ethnicity reporting (report of student enrollment, graduation, and other metrics by race and ethnic origin)		X				X		AACRAO	Permanent	
4.3	Financial Aid Records										
<p>Notes:</p> <ol style="list-style-type: none"> 1. The three-year retention periods noted shall begin with the date of graduation or the date of last attendance, or the term, semester and year of last attendance. 2. Educational institutions which participate in federal, state, and private programs of low-interest loans to students shall retain for three years after graduation or withdrawal students' records of academic progress, attendance, and courses studied according to an amendment of the General Education Provisions Act amended by the Improving America's Schools Act of 1994 (Public Law 103-382). In the event of an open audit, records shall be retained until all questions are resolved. In addition to keeping records of all financial aid the student receives, institutions will need a financial aid transcript for a transfer student. 3. Educational institutions which participate in federal, state, and private programs of low-interest loans to students shall retain student records of admission and placement for five years after graduation or withdrawal. In the event of an open audit, records shall be retained until all questions are resolved. 4. 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 rather than destroy them. 											

**California State University
RECORDS/INFORMATION RETENTION AND DISPOSITION SCHEDULE**

4.0	STUDENT RECORDS										
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4.3.1	Application data submitted to the Dept. of Education or lender by the school on behalf of the student				X			34 CFR 668.24	3 years from end of award year		
4.3.2	Audit and review reports				X			34 CFR 668.24	Until audit/review questions are resolved or until the end of the retention period applicable to the records, whichever is later.		
4.3.3	Bank statements for accounts containing Student Financial Aid funds				X			34 CFR 668.24	3 years from end of award year		
4.3.4	Campus-based aid (Perkins loan, SEOG, and Federal Work Study)				X			34 CFR 668.24	3 years from end of award year		
4.3.5	Data used to establish student's admission, enrollment status, period of enrollment				X			34 CFR 668.24	3 years from end of award year		
4.3.6	Date and amount of disbursements				X			34 CFR 668.24	3 years from end of award year		
4.3.7	Documentation of initial or exit loan counseling				X			34 CFR 668.24	3 years from end of award year		
4.3.8	Documentation of students eligibility				X			34 CFR 668.24	3 years from end of award year		
4.3.9	Documentation of student's program of study and courses enrolled in				X			34 CFR 668.24	3 years from end of award year		
4.3.10	Documentation of student's satisfactory academic progress				X			34 CFR 668.24	3 years from end of award year		

**California State University
RECORDS/INFORMATION RETENTION AND DISPOSITION SCHEDULE**

4.0	STUDENT RECORDS										
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			O	F	L	H	V				
4.3.11	Documentation related to the receipt of aid, such as: amount of grant, loan, Federal Work Study award; and calculations used to determine aid amounts				X			34 CFR 668.24	3 years from end of award year		
4.3.12	Documentation supporting the school's calculation of its completion/graduation or transfer-out rate				X			34 CFR 668.24	3 years from end of award year		
4.3.13	Documents used to verify applicant's data				X			34 CFR 668.24	3 years from end of award year		
4.3.14	Federal work-study payroll records				X			34 CFR 668.24	3 years from end of award year		
4.3.15	FFEL and Direct Loans:										
4.3.16	-Borrower's eligibility records				X			34 CFR 668.24	3 years from end of award year or year student last attended, whichever is later		
4.3.17	-All other records/reports				X			34 CFR 668.24	3 years from end of award year or award year report submitted, whichever is later		
4.3.18	Fiscal Operation Report (FISAP)				X			34 CFR 668.24	3 years from end of award year		
4.3.19	Ledgers identifying Student Financial Aid transactions				X			34 CFR 668.24	3 years from end of award year		

**California State University
RECORDS/INFORMATION RETENTION AND DISPOSITION SCHEDULE**

4.0	STUDENT RECORDS										
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			O	F	L	H	V				
4.3.20	Other records pertaining to financial responsibility and standards of administrative capability				X			34 CFR 668.24	3 years from end of award year		
4.3.21	Pell Grant				X			34 CFR 668.24	3 years from end of award year		
4.3.22	Perkins promissory notes and repayment schedules				X			34 CFR 674.19	Until loan is satisfied		
4.3.23	Perkins repayment records				X			34 CFR 674.19	3 years from date loan assigned, cancelled, or repaid		
4.3.24	Program Participation Agreement				X			34 CFR 668.24	3 years from end of award year		
4.3.25	Records of student accounts				X			34 CFR 668.24	3 years from end of award year		
4.3.26	Records of Student Financial Aid program transactions				X			34 CFR 668.24	3 years from end of award year		
4.3.27	Records supporting data on required reports, such as: -Student Financial Aid program reconciliation reports, -Audit reports and school responses, -Pell grant statements of accounts, -Accrediting and licensing agency reports				X			34 CFR 668.24	3 years from end of award year		
4.3.28	Reports and forms used for participation in the Student Financial Aid program				X			34 CFR 668.24	3 years from end of award year		

**California State University
RECORDS/INFORMATION RETENTION AND DISPOSITION SCHEDULE**

4.0 STUDENT RECORDS									
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			O	F	L	H	V		
4.3.29	Self-evaluation reports				X			34 CFR 668.24	3 years from end of award year
4.3.30	State agency reports				X			34 CFR 668.24	3 years from end of award year
4.3.31	The Student Aid Report or Institutional Student Information Record (ISIR)				X			34 CFR 668.24	3 years from end of award year
4.4	International Student Documents								
Notes:	1. Some documents from institutions in other countries may be difficult or impossible for the applicant to replace. Records custodians may want to return these documents to the applicant rather than destroy them. 2. Records for applicants who do not enter are not covered by FERPA.								
4.4.1	Alien Registration Receipt Card (Evidence of admissibility as a permanent resident)		X					AACRAO	3 years after graduation or date of last attendance
4.4.2	DS-2019 (certificate of eligibility for J1 visa status)		X					AACRAO	3 years after graduation or date of last attendance
4.4.3	Employment Authorization (work permit) if granted		X					AACRAO	3 years after graduation or date of last attendance
4.4.4	I-20 (Certificate of eligibility for F-1 visa)		X					AACRAO	3 years after graduation or date of last attendance
4.4.5	I94 Card (copy)		X					AACRAO	3 years after graduation or date of last attendance
4.4.6	Passport Number		X					AACRAO	3 years after graduation or date of last attendance
4.4.7	Statement of Educational Costs (estimate of total school year costs)		X					AACRAO	3 years after graduation or date of last attendance
4.4.8	Statement of Financial Responsibility (evidence of adequate financial		X					AACRAO	3 years after graduation or date of last attendance

**California State University
RECORDS/INFORMATION RETENTION AND DISPOSITION SCHEDULE**

4.0	STUDENT RECORDS								
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4.4.9	Transcripts - high school		X					AACRAO	3 years after graduation or date of last attendance (See Note 1)
4.4.10	Transcripts - other colleges		X					AACRAO	3 years after graduation or date of last attendance (See Note 1)
4.5	Student Athlete Records								
4.5.1	Academic Eligibility Review Forms		X					Best Practice	6 Years after initial CSU enrollment or 2 years from last enrollment, whichever is longer
4.5.2	Air Travel - Informed Consent		X					Best Practice	6 Years after initial CSU enrollment or 2 years from last enrollment, whichever is longer
4.5.3	Athlete Physicals/Athletic Injury Report		X					Best Practice	6 Years after initial CSU enrollment or 2 years from last enrollment, whichever is longer
4.5.4	Athletic Grant-In-Aid Agreements		X					Best Practice	6 Years after initial CSU enrollment or 2 years from last enrollment, whichever is longer
4.5.5	Conference Student-Athlete Sportsmanship Agreement		X					Best Practice	6 Years after initial CSU enrollment or 2 years from last enrollment, whichever is longer

**California State University
RECORDS/INFORMATION RETENTION AND DISPOSITION SCHEDULE**

4.0	STUDENT RECORDS										
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4.5.6	Complimentary Admissions for Student-Athletes		X					Best Practice	6 Years after initial CSU enrollment or 2 years from last enrollment, whichever is longer		
4.5.7	Drug-Testing Consent/Results		X					Best Practice	6 Years after initial CSU enrollment or 2 years from last enrollment, whichever is longer		
4.5.8	Historical Report		X					Best Practice	6 Years after initial CSU enrollment or 2 years from last enrollment, whichever is longer		
4.5.9	Letter of Intent - Conference		X					Best Practice	6 Years after initial CSU enrollment or 2 years from last enrollment, whichever is longer		
4.5.10	Letter of Intent - National		X					Best Practice	6 Years after initial CSU enrollment or 2 years from last enrollment, whichever is longer		
4.5.11	NCAA Student Athlete Statement		X					Best Practice	6 Years after initial CSU enrollment or 2 years from last enrollment, whichever is longer		
4.5.12	Promotional Activities & Community Service		X					Best Practice	6 Years after initial CSU enrollment or 2 years from last enrollment, whichever is longer		

**California State University
RECORDS/INFORMATION RETENTION AND DISPOSITION SCHEDULE**

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4.5.13	Student Host Instructions		X					Best Practice	6 Years after initial CSU enrollment or 2 years from last enrollment, whichever is longer
4.5.14	Student-Athlete Code of Conduct		X					Best Practice	6 Years after initial CSU enrollment or 2 years from last enrollment, whichever is longer
4.5.15	Student-Athlete Employment Approval		X					Best Practice	6 Years after initial CSU enrollment or 2 years from last enrollment, whichever is longer
4.5.16	Student-Athlete Financial Aid Report		X					Best Practice	6 Years after initial CSU enrollment or 2 years from last enrollment, whichever is longer
4.5.17	Student-Athlete Insurance information/claims/correspondence		X					Best Practice	6 Years after initial CSU enrollment or 2 years from last enrollment, whichever is longer
4.6	Student Conduct Records								
<p>Notes: Student Disciplinary Records Exceptions:</p> <ol style="list-style-type: none"> 1. If student did not complete terms of sanction to return. Records retention requirements will restart once terms of sanction are completed. 2. Agreement (e.g. settlement, waiver, contract) with student not to sue in place. Seal records, permanently retain. 3. Records to be retained according to a court order for a specified amount of time. 4. Records were frozen with registration hold. Records retention requirements will restart once registration hold is lifted. 5. Student agrees not to return to campus or grounds, freeze on records and registration. Permanently retain records. 									

**California State University
RECORDS/INFORMATION RETENTION AND DISPOSITION SCHEDULE**

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6. Student is found to be a threat to life, has been found with, or used force with deadly weapons. Permanently retain records. 7. Student agrees not to enroll as part of an agreement or resolution. Permanently retain records. 8. Student accesses their conduct records, restarts the retention requirement period.									
4.6.1	Actions warranting Clery Reporting		X		X	X		20 USC § 1092(f)	7 years from date of incident
4.6.2	Disciplinary Expulsion		X		X	X		Executive Order 1098	Permanently noted on transcript. Permanently retain judicial case records.
4.6.3	Disciplinary Probation		X		X	X		Executive Order 1098	Beginning and end date for the period of time that the probation is in effect is entered on student's transcript. Retain judicial case records seven years from the date the sanction was imposed, extending the period of retention in cases where the student is involved in a subsequent offense.
4.6.4	Disciplinary Suspension, longer than one Academic Year		X		X	X		Executive Order 1098	Permanently noted on transcript. Permanently retain judicial case records.

**California State University
RECORDS/INFORMATION RETENTION AND DISPOSITION SCHEDULE**

4.0	STUDENT RECORDS								
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4.6.5	Disciplinary Suspension, up to one Academic Year		X		X	X		Executive Order 1098	Beginning and end date for the period of time that the suspension is in effect is entered on student's transcript. Retain judicial case records seven years from the date the sanction was imposed, extending the period of retention in cases where the student is involved in a subsequent offense.
4.6.6	Discipline resulting in less severe resolutions than "Disciplinary Probation" and/or do not require notation to student transcript		X		X	X		CSU Business Practice	Retain for the remainder of the student's enrollment at the university or up to five years from the date the matter was resolved, whichever is shorter.
4.7	Student Health Records								
4.7.1	Medical records		X					Medical Board of California	10 years after graduation or date of last attendance
4.672	Personal data information forms		X					AACRAO	1 year after graduation or date of last attendance
4.8	Veteran Records								
Notes: 1. Veteran's Administration (VA) regulations require that all recruitment materials be retained for three years.									

**California State University
RECORDS/INFORMATION RETENTION AND DISPOSITION SCHEDULE**

4.0	STUDENT RECORDS									
Record Identifier	Record Title	Custodian of Records	Record Value: O - Operational F - Fiscal L - Legal H - Historical V - Vital					Retention Source Authority	Retention Period	
			O	F	L	H	V			
	<p>2. The VA regulations state that the following records must be retained for at least three years after the termination of enrollment.</p> <ul style="list-style-type: none"> a. Grade reports and/or statements of progress (academic records) b. Change of course forms c. Transfer credit evaluations d. Degree audit records <p>3. Veterans Administration (VA) regulations require that all advertising, sales, and enrollment materials (e.g. catalogs) used by or on behalf of the institution during the previous 12 months must be retained and available for review. In addition, records of tuition and fees charged to and collected from students, grade reports, and statements</p> <p>4. VA students' records must be kept for 3 years following the ending date of the last period certified to VA. Records need to be kept longer than 3 years only if a written request to keep the records longer is received from the Department of Veterans Affairs or the General Accounting Office 30 or more days before the end of the 3-year</p>									
4.8.1	Veterans administration		X					AACRAO	3 years after graduation or date of last attendance certifications	