

Seattle Pacific University

Student Academic Services

Records Retention Schedule For Academic Records

Updated: September 2020

Records need to be kept for the minimum required retention period listed below. Whether they are kept in paper format, scanned, or retained electronically does not matter, as long as they are kept for the required time period and can be made readily available if legally contested.

Admissions

RECORD	RETENTION PERIOD
Admissions Letters and Correspondence	5 years
Alien Registration Receipt Card	5 years
Application for Admission *	5 years after graduation or date of last attendance
Application for Re-Admission	5 years after graduation or date of last attendance
Correspondence	5 years
Employment Authorization (work permit), if granted	5 years
Entrance Exam Reports/Test Scores	5 years after graduation or date of last attendance
High School Transcripts	5 years after graduation or date of last attendance
I-20	5 years
I-94 Card (copy)	5 years
Letters of Recommendation	5 years
Loose Credentials	5 years
Military Records	5 years

Other College Transcripts	5 years after graduation or date of last attendance
Passport Number	5 years
Placement Test Records/Scores	5 years after graduation or date of last attendance
Waivers of Rights of Access	5 years
Withdrawal Authorizations	5 years

** For IRS purposes, for tax-exempt status for private institutions, records of applicants who apply and don't enter must be retained for three years. Including:*

- *Admitted but never registered*
- *Admitted, withdrew before quarter began*
- *Denied or file never completed*

Archives

RECORD	RETENTION PERIOD
Commencement Programs	Permanent
Continuing Education Bulletins	Permanent
Graduation Lists/Commencement Program	Permanent
Time Schedules/Schedule of Classes	Permanent
Thesis/Dissertation	Permanent
University Catalogs	Permanent

Athletics

RECORD	RETENTION PERIOD
Athletic Participation/EADA Documents	3 years from date of required disclosure*, pursuant to athletic association rules

Athletic Eligibility Reports	7 years
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**If litigation is involved, the data must be retained until the completion of the action.*

Department

RECORD	RETENTION PERIOD
Course Syllabi	10 years
Email data/information	Until academic need is satisfied
Final Exam/Graded Coursework	1 year after course completed
Grade Appeal/Complaint (student final grade dispute)	1 year after date submitted
Grades (faculty) record of students in course and work completed	5 years after course completed
Grievance/Complaint (by student)	Until academic need is satisfied
Inactive CE Adjunct Faculty Files	5 years
Major Substitution/Waivers	5 years after graduation or date of last attendance
Major/Minor Applications	Until academic need is satisfied
Placement Scores	5 years after graduation or date of last attendance
Substitutions/Waivers	Until academic need is satisfied
Waivers for Rights of Access	Permanent

Electronic

RECORD	RETENTION PERIOD
Academic Dismissal	Permanent
Academic Records (transcripts)	Permanent
Advanced Placement Records	5 years after graduation or date of last attendance
Aging Detail Reports	Permanent
Application for Graduation	3 years after graduation or date of last attendance
Audit Authorizations	5 years

Change of Grade Form	Until academic need is satisfied
Changes of Course (Add/Drop)	Until academic need is satisfied
Class Rosters	Until academic need is satisfied
Class Rosters/Original Grade Sheets	Permanent
Class (Time) Schedules	1 year
Complete Withdrawals from all classes	Until academic need is satisfied
Correspondence, relevant	5 years
Course repeat form/approval	Until academic need is satisfied
Degree Audit Records	5 years after graduation or date of last attendance
Diploma Information-acknowledgement	5 years after graduation or date of last attendance
Email data/information	Until academic need is satisfied
Enrollment Changes	Until academic need is satisfied
Enrollment Data	10 years
Enrollment Statistics	Permanent
Enrollment Verification(paper requests kept for 3 months)	1 year after date submitted
Entrance Examination Reports/Scores	5 years after graduation or date of last attendance
Grade Reports Released to Student	1 year after date submitted
Graduation Authorizations	5 years after graduation or date of last attendance
Hold or Encumbrance Authorizations- registration and transcript holds	Until academic need is satisfied
Leave of Absence	Until academic need is satisfied
Pass/No Credit Approvals	Until academic need is satisfied
Personal Data Information Forms	Until academic need is satisfied
Placement Scores	5 years after graduation or date of last attendance
Registration/Enrollment Records	Until academic need is satisfied
Requests for Nondisclosure (under FERPA) of directory information (or until student opts out)	Permanent
SPU Transcripts	Permanent

Student's Quarterly Class Schedules	1 year after graduation or date of last attendance
Test Scores	5 years after graduation or date of last attendance
Transfer credit evaluations	5 years after graduation or date of last attendance

FERPA

RECORD	DEPARTMENT	RETENTION PERIOD
Requests for and disclosures of personally identifiable information	Office Responsible for the Data	As long as disclosed record is maintained
Requests for formal hearings	SAS or Office of Student Life	As long as record is maintained
Requests for nondisclosure of directory information	Student Academic Services	Permanent or until terminated by the student
Statements on content of records regarding hearing panel decisions	Office of Student Life	As long as record is maintained
Waivers for rights of access	Department	Permanent or as long as record is maintained
Written consent for records disclosure	Department	180 days for one-time disclosure consents
Written decisions of hearing panels	Office of Student Life	As long as record is maintained

Health Services

RECORD	RETENTION PERIOD
Immunization/Medical Records	3 years after graduation or date of last attendance

Institutional Effectiveness

RECORD	RETENTION PERIOD
Degree Statistics	Permanent
Demographic/Racial/Ethnic Statistics	Permanent
Enrollment Data (enrollment in classes including records of drop, add and enrollment changes)	10 years

Enrollment Statistics	Permanent
Grade Distribution and Other Grade Statistics	Permanent
Graduation/Completion, transfer-out data	3 years
Institutional Information (cost of attendance, withdrawal procedures, accreditation, etc.)	3 years
Student Feedback Surveys (including student course evaluations)	Until academic need is satisfied or one term
Race and Ethnicity Reporting	Permanent
SRK Graduation/Completion; Transfer-Out Data, College Costs, Textbook Info (Comply with Higher Ed Opportunity Act)	3 years from date of required disclosure
Student Demographic Information	50 years

** If litigation is involved, the data must be retained until the completion of the action*

International Student Records

RECORD	RETENTION PERIOD
Passport Number (international students)	3 years after graduation or date of last attendance
Alien Registration Receipt Card	3 years after graduation or date of last attendance
DS-2019 Cert of Eligibility for JI VISA Status	3 years after graduation or date of last attendance
Employment Authorization for F-1	3 years after graduation or date of last attendance
I-20 (certificate of eligibility for F-1 visa status)	3 years after graduation or date of last attendance
I-94 Card (copy) arrival/departure record for non-immigrants	3 years after graduation or date of last attendance
International Student Forms	5 years after graduation or date of last attendance
Statement of Educational Costs	3 years after graduation or date of last attendance
Statement of Financial Responsibility (Int'l)	3 years after graduation or date of last attendance

Library

RECORD	RETENTION PERIOD
Thesis/Dissertation	Permanent

Safety and Security

RECORD	RETENTION PERIOD
Crime Statistics/Security Reports	3 years from date of required disclosure*

School of Education

RECORD	RETENTION PERIOD
Teacher Certifications	Until academic need is satisfied

Student Academic Services

RECORD	RETENTION PERIOD
Academic Action Authorizations	3 years after graduation or date of last attendance
Academic Advisement Records	5 years after graduation or date of last attendance
Academic Dismissal	Permanent
Academic Petitions	5 years after graduation or date of last attendance
Academic Suspension	5 years after graduation or date of last attendance
Academic Warning	5 years after graduation or date of last attendance
Advanced Placement Records	5 years after graduation or date of last attendance

Application for Degree (Graduation)	5 years after graduation or date of last attendance
Audit Authorizations	5 years after graduation or date of last attendance
Bureau of Background Investigations (Requests)	1 year from quarter received
Catalog and Time Schedule Changes	3 years
Change of Course (Add/Drop)	5 years
Change of Directory	Until academic need is satisfied
Change of Grade Forms	5 years after graduation or date of last attendance
Class (Time) Schedules	1 year
Complete Withdrawals	5 years after graduation or date of last attendance
Correspondence, relevant (student)	5 years after graduation or date of last attendance
Data Change Logs: date/time stamp info and user that changed data if maintained separately in system	10 years
Catalog Proposal Form	3 years after date submitted
Course/grade related Grievance by Student	3 years after graduation or date of last attendance
Credit By Exam Forms	3 years after graduation or date of last attendance
Curriculum Change Authorization	5 years after graduation or date of last attendance
Degree Audit Records	3 years after graduation or date of last attendance
Electronic Class Rosters	1 year
Email data/information	Until academic need is satisfied
Grade Change Forms	Until academic need is satisfied
Grade Data (electronic record of submitted grades and grade changes)	Permanent
Grade Sheets (w/professor's signature)	5 years
Individual Class Schedule	5 years
Leave of Absence	Until academic need is satisfied

Letters of Recommendation *	5 years after graduation or date of last attendance
Military Documents (Academic)	5 years after graduation or date of last attendance
Name Change Authorizations	Until academic need is satisfied
Non-graduated students	7 years
Pass/No Credit Authorizations	3 years
Pass/No Credit Requests	Until academic need is satisfied
Pass/No Credit, Audit Approvals	1 year after date submitted
Record of Grade Changes	Until academic need is satisfied
Registration Forms	5 years
Registration Petitions	Until academic need is satisfied
Registration Withdrawal Forms	5 years
Request/Disclosure of Personally Identifiable Information	5 years after graduation or date of last attendance
Requests/Disclosure - Personally Identifiable Information (Confidential Status)	Permanent
SPU Transcript	Permanent
Student Correspondence: related to academic records	5 years after graduation or date of last attendance
Subpoenas	5 years after graduation or date of last attendance
Time Schedule Form	1 year after date submitted
Transcript Requests (paper requests)	Until academic need is satisfied
Transcripts (from other institutions) *	5 years after graduation or date of last attendance
Transfer Credit Evaluations	5 years after graduation or date of last attendance
VA Certification Records	3 years after graduation or date of last attendance
Written Request for Confidentiality	Permanent
The 85-15% ratio of non-vet/vet students (Required by VA Regulation #14201)	3 years

*For all records, housed in Student Academic Services with an * sign appearing after the location below, the same retention schedule applies to the graduate records housed in the individual graduate schools.*

Student Financial Services

RECORD	RETENTION PERIOD
Student Account Statements	Permanent
Student account files after write-off	Permanent
Aging detail reports	Permanent
Federal and State Program Files	
Records for students who applied for financial assistance and enrolled in the current year (correspondence with SFS, verification documentation and other documents pertaining to the student's eligibility)	7 years after award year
ISIR documentation of corrections, modification to a student's award	7 years after award year
Prior year student records for applicants/recipients	7 years after award year
Student employment files	7 years after award year
No SSN letters/forms	7 years after award year
Outside scholarships	7 years after award year
Title IV credit balance reports	7 years after award year
Private loan files	7 years after award year
1098-T files	7 years
Unclaimed Property reported to the states of Washington and California	6 years after submission
Campus-based loan PIF files	5 years
NSF checks (Debbie Bristol would like these files kept 5 years for reference RE: past due accounts)	5 years after award year
Student account files after pay-off	5 years after award year
Bus pass fine backup documentation (student signature and date) for Debbie Bristol	5 years after award year
Cascade yearbook backup documentation (student signature and date) for Debbie Bristol	5 years after award year
Lingua backup documentation (student signature and date) for Debbie Bristol	5 years after award year

Special handling files	1 year after student no longer enrolled
Employer reimbursement files	1 year after award year
Study away files	1 year after award year, except spreadsheet of participants and aid, which needs to be retained years after award year.
Third party billing files	1 year after student leaves SPU, except Boeing and SACM
Student account credit balance check log and corresponding reports from Finance for checks and direct deposit	1 year after award year (7 AACRAO)
Deposit batch cashiering session reports, Quikpay reports	1 year after award year (7 AACRAO)
Clearing account reconciliation reports	1 year after award year (7 AACRAO)
Student account program files "EXCEPT Title IV Credit Balance Program, Outside Scholarships and NSF	1 year after award year

Student Life

RECORD	RETENTION PERIOD
Academic Integrity Code Violations	Permanent
Disciplinary Action Records	3 years after graduation or date of last attendance
Request for Formal Hearings	Permanent
Written Decisions of Hearing Panels	Permanent

Records which have been contested should never be destroyed unless the ability to reconstruct them in legally acceptable form is preserved.

** Some documents from institutions in other countries may be originals and therefore difficult or impossible for the applicant to replace. May want to return documents to applicant, rather than destroy when retention period is over.*

The IRS requires that private schools retain copies of all admission and scholarship brochures, catalogs, and advertising materials for a period of three years beginning with the year after compilation or acquisition.

The IRS requires that private schools maintain records of scholarship and of other financial assistance to indicate that the awards were made on a racially nondiscriminatory basis and that such records be retained for a period of three years beginning with the year after compilation or acquisition.

POLICY STATEMENT: This records retention schedule reflects federal, state, AACRAO and institutional guidelines. Documents which have a life of 80 years, and if the 80 years have been exceeded, will be forwarded to SPU Archives which will determine the final disposition of the documents--i.e. those of historical value may be kept by the Archives beyond the 80 year limit. Documents with a shorter life span (10 or fewer years), will be destroyed once its retention period has expired.

