

Title : Guide to Records Retention
Number :
Approved :
Reference :

5710.01
04/10/85

To Be Retained Until Microfilmed for Permanent Record:

Posted Student Registration Card List
Student Directory
Instructor Class Rolls
(Showing attendance, test grades, and final grades)
Student Permanent Record

These Have Shorter Retention Periods as Indicated:

ITEM	RETENTION PERIOD
Tentative Class Rolls	Till 45th day figures complete
Registrar's Copy of Permanent Class Rolls	Till all Instructor Class Rolls in
Registrar's Copy of Mid-Term Rolls	Till Instructor Mid-Term Rolls in
Instructor Mid-Term Rolls	Till next semester starts
Registrar's Copy of Final Grade Rolls	Till Instructor Final Grade Rolls in
Instructor Final Grade Rolls	Till next semester ends
Tentative Registration Card List	Till 45th day figures complete
Registrar's Copy of Mid-Term Grade Reports	Till current semester ends
Registrar's Copy of Final Grade Reports	Till next semester ends
Master Code Sheets	Till next semester ends
45th Day Signed Rosters	Three years
45th Day Student Registration	Three years
Drop and Add Slips	One year
Drop/Add Printout	Three years
Student Statistics Printout	Five years

