



ADMINISTRATIVE POLICY

Number	400-20
Adoption	09-13-2011
Deletion	
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TRANSCRIPT RETENTION

The Student/Enrollment Management Division will retain selected documents necessary for enrollment for a limited amount of time to ensure that students will have the most current records on file.

Transcripts from outside institutions, for students that have applied, will be retained in hard copy for a term of one full year. (Example: If a transcript is received December 2018, it will be retained until January 2020.) and electronically for a term of five years based on calendar year received.

Transcripts from outside institutions, for students that have not applied, will be retained in hard copy and electronically for a term of one full year based on calendar year received. (Example: If a transcript is received December 2018, it will be retained until January 2020.)

The Registrar's Office is responsible for removing transcripts from files.

All expired transcripts will be destroyed like other documents that contain personal information.

Revision Dates: 12-18-2018, 10-18-2016, 02-01-2014, 09-15-2013.