

**Student Records General Records Schedule Reference Chart**  
for complete entry, see official records schedule, February 2012

**Admission Records**

Number	Series Title	Description	Retention of original	Contains PII?	Confidential?
UWSTU001	Acceptance Letters, (enrolled students)	Notification letters sent to admitted freshmen or transfer students as a response to application to the university.	EVT + 5 years then destroy confidentially (EVT = date of Graduation or last attendance)	Yes	Yes
UWSTU002	Acceptance Letters, (not enrolled)	Notification letters sent to admitted freshmen or transfer students as a response to application to the university.	EVT + 1 year then destroy confidentially (EVT = date of application)	Yes	Yes
UWSTU003	Applications for Admission, (enrolled students)	Official institutional application forms completed by prospective students for admission or readmission to the institution.	EVT + 5 years then destroy confidentially (EVT = date of Graduation or last attendance)	Yes	Yes
UWSTU004	Applications for Admission, (not enrolled)	Official institutional application forms completed by prospective students for admission or readmission to the institution.	EVT + 1 year then destroy confidentially (EVT = date of application)	Yes	Yes
UWSTU005	Applications for Admission, falsified	Admissions application and supporting documentation received from individuals misrepresenting themselves.	Retain for three (3) semesters following the term for which the subject applied plus an additional 7 years.	Yes	Yes
UWSTU006	Applications for Admission, unsolicited	This series contains letters of recommendation, test scores, portfolios, CDs, examples of work prepared by the potential applicants where no formal application was ever submitted. The materials may be received in any format.	Retain for three (3) semesters following the term for which they applied plus an additional 2 years.	Yes	Yes
UWSTU007	Correspondence, staff, with or concerning enrolled students	Correspondence between Enrollment Services staff within units or with students, relevant to the admission and/or academic progress of individual student.	EVT+5 years then destroy confidentially. (EVT = date of Graduation or last attendance)	Yes	Yes
UWSTU008	Correspondence, staff, with or concerning students who did not enroll	Correspondence between Enrollment Services staff within units or with students, relevant to the admission and/or academic progress of individual student.	EVT+1 year then destroy confidentially. (EVT = date of application)	Yes	Yes
UWSTU009	Credit by Examination or experiential learning credit records	Examinations include but are not limited to Advanced Placement results, CLEP, PEP, other test score results, prior learning documentation, etc. used for advanced placement within degree program	EVT+5 (for enrolled and non-enrolled students) years then destroy confidentially. (EVT = Graduation date or date last attended.)	Yes	Yes

UWSTU010	Entrance Examination Results and other placement test records, (enrolled students)	Student scores from standardized tests, include, but are not limited to: ACT, SAT, GRE or university or department-specific tests or auditions for enrolled students.	EVT + 5 years then destroy confidentially (EVT = date of Graduation or last attendance)	Yes	Yes
UWSTU011	Entrance Examination Results and other placement test records, (not enrolled)	Student scores from standardized tests, including but not limited to: ACT, SAT, GRE or university or department-specific tests or audition for students who did not enroll in the institution.	EVT + 1 year then destroy confidentially (EVT = date of application)	Yes	Yes
UWSTU012	Graduate School degree applications—received	This series is comprised of graduation applications received by either the Registrar's Office (for the Bachelor's and Professional degrees) or the Graduate School (for Master's and Doctor's degrees), may include compiled lists of students eligible to graduate.	EVT +1 year then destroy confidentially (EVT = date of Graduation or last attendance)	Yes	Yes
UWSTU013	Graduate School Admission Applications (not accepted, not enrolled, or incomplete)	A record of applicants for admission into a graduate program who were not accepted; who were accepted, but who did not enroll at the University; or who never completed the application process, maintained at the school and/or department levels.	EVT + 5 years then destroy confidentially (EVT = date of application)	Yes	Yes
UWSTU014	Graduate School Admission Applications— Residency/Fellowship applicants	Admission applications to a Residency or Fellowship Program who did not match the program requirements, were not accepted, withdrew from consideration, or were not interviewed. Also includes: Not Matched, Not Accepted, Withdrawn, or Not Interviewed	EVT + 5 years then destroy confidentially (EVT = date of application)	Yes	Yes
UWSTU015	Graduate School Qualifying Exams	Examinations or qualifying exams taken by Ph. D. candidates whereby they have to pass a certain number of them by a certain deadline to qualify for admission to graduate school. There are also Grading Charts that complement these exams which indicate who the graders are.	EVT + 2 years then destroy confidentially (EVT = date of last attendance)	Yes	Yes
UWSTU016	Letters of Recommendation, (enrolled students)	Letters of recommendation required by the school or provided by the applicant as additional information to admission officers.	EVT + 5 years then destroy confidentially. (EVT = date of application)	Yes	Yes
UWSTU017	Letters of Recommendation, (not enrolled)	Letters of recommendation required by the school or provided by the applicant as additional information to admission officers.	EVT + 1 year then destroy confidentially. (EVT = date of application)	Yes	Yes

UWSTU018	Program Admissions Records, (admitted students)	Materials submitted in the application process for some majors, which have limited space and require application. Eligibility requirements vary. Evidence of a minimum number of total credits, of a minimum grade-point average, scores for the Praxis I/Pre-Professional Skills Test (PPST), a minimum number of credits in the major, essays or statements, letters of recommendation, extended study abroad, or other documents, test scores or experiences submitted by successful applicants comprise this series.	EVT + 5 Years (EVT= Date of graduation from the program)	Yes	Yes
UWSTU019	Program Admissions Records, (not admitted)	Materials submitted in the application process for some majors, which have limited space and require application. Eligibility requirements vary. Evidence of a minimum number of total credits, of a minimum grade-point average, scores for the Praxis I/Pre-Professional Skills Test (PPST), a minimum number of credits in the major, essays or statements, letters of recommendation, extended study abroad, or other documents, test scores or experiences submitted by applicants who fail to gain admission comprise this series.	EVT + 2 Years (EVT= Date of application)	Yes	Yes
UWSTU020	Residency Records, (enrolled students)	Records used to determine student residency classification for tuition purposes. These records also include forms processed to appeal for in-state resident tuition. Records may include a variety of state and federal income tax information, high school records, employment records , etc.	EVT + 5 years then destroy confidentially. (EVT = date of graduation or last attendance)	Yes	Yes
UWSTU021	Residency Records, (admitted, not enrolled)	Records used to determine student residency classification for tuition purposes. These records also include forms processed to appeal for in-state resident tuition. Records may include a variety of state and federal income tax information, high school records, employment records etc.	EVT + 1 year then destroy confidentially. (EVT = date of application)	Yes	Yes
UWSTU022	Transcripts from other institutions, (enrolled students)	Transcripts from other institutions such as preparatory schools, high schools, other universities, colleges and technical schools used to support the admissions process	EVT + 5 years then destroy confidentially. (EVT = date of application)	Yes	Yes

UWSTU023	Transcripts from other institutions, (not enrolled)	Transcripts from other institutions such as preparatory schools, high schools, other universities, colleges and technical schools used to support the admissions process	EVT + 1 year then destroy confidentially. (EVT = date of application)	Yes	Yes
UWSTU024	Veterans Records , (enrolled students)	Records related to student enrollment for military benefits such as application, copies of discharge form DD214, VA eligibility certificates, study grants, VA vocational rehabilitation agreements, VA fee vouchers, and correspondence, in as far as these records support the admissions process.	EVT + 5 years then destroy confidentially. (EVT= End of benefit award year)	Yes	Yes
UWSTU025	Veterans Records, (not enrolled)	Records related to student enrollment for military benefits such as application, copies of discharge form DD214, VA eligibility certificates, study grants, VA vocational rehabilitation agreements, VA fee vouchers, and correspondence, in as far as these records support the admissions process.	EVT + 2 years then destroy confidentially. (EVT = date of application)	Yes	Yes

### Student Academic Records

UWSTU026	Academic dismissal /suspension /expulsion records	Letter from the Dean of Students or equivalent office explaining to the student the dismissal and reasons for the action.	CR + 6 years, then transfer to University Archives	Yes	Yes
UWSTU027	Academic misconduct records	Notification of academic misconduct and documentation of sanctions or disciplinary action including correspondence, reports, requests for hearings, appeals and petitions.	CR + 6 years, then transfer to University Archives	Yes	Yes
UWSTU028	Academic Warnings	Academic warning correspondence informing the student of poor academic performance that threatens continued attendance of the institution.	EVT + 5 years. (EVT= date of graduation or last attendance)	Yes	Yes
UWSTU029	Add/Drop Records	Completed course add or drop forms and related records required to add or drop courses after the registration deadline.	EVT + 1 year. (EVT =date submitted)	Yes	Yes
UWSTU030	Applications for Graduation, (graduated students)	Applications completed by students prior to graduation, which trigger degree audits.	EVT + 1 year. (EVT = date of application)	Yes	Yes
UWSTU031	Applications for Graduation, (non-graduated students)	Applications completed by students prior to graduation, which trigger degree audits.	EVT + 5 years. (EVT =application date)	Yes	Yes

UWSTU032	Athlete Academic Records	Records including dossiers created by the Athletic Director, the Associate Athletic Director or the Compliance Officer for individual students, compiling academic and enrollment records, credit and major requirements, amateur athletic status certification, semesters of eligibility used and remaining, Tutor evaluation and assessment records or mandatory study time records may be included.	EVT + 10 years then destroy confidentially (EVT = date of graduation or last attendance)	Yes	Yes
UWSTU033	Athletic Eligibility Reports	Reports created by the Athletic Director, the Associate Athletic Director or the Compliance Officer to demonstrate athletic eligibility of teams.	EVT + 2 years then destroy confidentially (EVT = date of submission of official report)	Yes	Yes
UWSTU034	Audit Authorizations	Forms completed by students and signed by the course's instructor, giving the student permission to audit a course.	EVT + 1 year then destroy confidentially (EVT = date of submission)	Yes	Yes
UWSTU035	Change of grade documentation	Data entry form completed by the instructor of the course and signed by the appropriate dean supporting an approved change of a previously assigned course grade.	EVT + 5 years then destroy confidentially (EVT = date of submission)	Yes	Yes
UWSTU036	Changed Grade Record	Paper, student information system (SIS) electronic, or other evidence of a legitimately changed final course grade.	CR + 6 years, then transfer to University Archives	Yes	Yes
UWSTU037	Correspondence between students and faculty regarding course content or progress	Correspondence between faculty and students relating to coursework, as retained by academic departments to serve as source documents for submitted official grades.	6 months after close of semester in which grades are submitted. Destroy confidentially	Yes	Yes
UWSTU038	Correspondence related to academic inquiry	Student correspondence related to academics other than with current instructors (See UWSTU037) or with Enrollment Services regarding Admission (See UWSTU007; UWSTU008)	EVT+1 year then destroy confidentially (EVT = date of correspondence)	Yes	Yes
UWSTU039	Course Repeat Approval Form	Form requesting and/or granting approval to repeat a course for credit. Document contains student name, ID, course number and signature of advisor and may record academic reasons for repeating the class.	EVT+1 year then destroy confidentially. (EVT = date of submission)	Yes	Yes

UWSTU040	Course Wait List	Lists of students waiting for an enrollment opening in an individual course because the course has reached its maximum class size. Lists may be generated by academic departments or individual instructors. They may be used to give preference to waiting students in the following semester or determine the need for more sections of the class.	EVT+ one semester or when no longer needed for administrative purposes. (EVT=end of semester in which list was created.)	Yes	Yes
UWSTU041	Credit/no credit Approval Forms	Request forms completed by the student and signed by the instructor and related records to change the individuals grading option of a course from the letter grade to pass/fail or vice versa.	EVT+1 year then destroy confidentially. (EVT= date of submission)	Yes	Yes
UWSTU042	Criminal Background Check Records, Students	Records include, but are not limited to: (1) confidential self-disclosure application supplements; (2) criminal background check reports, which are generated by private vendors on a contract basis, University employees, or employees of the Wisconsin Department of Justice; (3) records created and received by the University employees who are responsible for decisions related to the applicants continued progress.	EVT+7 years then destroy confidentially. (EVT = date of completed check)	Yes	Yes
UWSTU043	Curriculum change authorizations	Forms and related documentation authorized by the department chair and/or the college dean approving changes with authorizations to individual student degree program requirements.	EVT+5 years then destroy confidentially. (EVT = date of submission)	Yes	Yes
UWSTU044	Degree Audits	Records created through comparison of transcript and other student records with requirements for graduation to verify progress made in degree program requirements.	EVT+5 years then destroy confidentially. (EVT = date of submission)	Yes	Yes
UWSTU045	Diplomas, (returned because undeliverable	Paper diplomas returned to the university, undeliverable due to incorrect address or other reasons.	EVT+1 year then destroy confidentially. (EVT= date of graduation )		
UWSTU046	Fellowships and Scholarships (graduate and undergraduate)	Notices of fellowship and scholarship opportunities, nominations of candidates and results for both graduate and undergraduate students.	EVT + 3 years (EVT = date of last attendance)	Yes	Yes
UWSTU047	Grade Books, original (academic departments)	Student grades recorded by instructors to support official grades submitted to the Registrar .	EVT+2 years then destroy confidentially. (EVT = end of semester)	Yes	Yes

UWSTU048	Grades, Official	Official student grades, recorded by the Registrar.	Permanent.	Yes	Yes
UWSTU049	Graduate School Records for accepted students	Official student record contained in an integrated student information system (ISIS): Admission Applications and Proficiency Testing, Letter of Recommendations, Directed Study and Thesis Pre-authorization Forms, Credit Evaluations and Re-evaluations, Wisconsin Residency determination and supporting documentation, Dean's Academic and transfer forms, Foreign Language Exam forms, Grade Change forms and Grade Problem Cards, Pass/Fail Option forms, Major Declaration forms, Disciplinary or conduct actions forms, Withhold of public information form(FERPA), Student Authorization for Disclosure in Education Records, Study abroad course and grade evaluations, Degree summary with attached correspondence and related forms, Degree Audits , Copy of the Transcript, Copy of the permanent card, Identity change, legal summons, subpoenas and related correspondence, ROTC forms, Course change request forms, Enrollment letters and other supporting information from Registrars office, and Transcripts from other colleges or universities.	10 years from date of receipt of degree or date of last attendance and destroy confidentially	Yes	Yes
UWSTU050	Graduate School: Thesis/Dissertations/ Directed Study	Theses and Dissertations written as part of the requirement for a conferred degree. Some programs allow for Directed Study or a Thesis.	CR + 6 years, then transfer to University Archives	No	No
UWSTU051	Grievances, exam/course related (not grade disputes)	Forms recording student grievances about courses, coursework, exams, or instructor and include student name and number, term/semester, course number name of instructor and signatures by student, faculty or staff.	EVT+3 years then destroy confidentially (EVT = date of submission)	Yes	Yes
UWSTU052	Hold or Encumbrance Authorizations	Limitations placed on a student's account due to late payment, late registration, or other reasons stated by the institution due to nonpayment of fees, fines, citations, etc.	EVT + 6 years (EVT = fiscal year of hold creation)	Yes	Yes

UWSTU053	Honors Program Applicant files , undergraduate	Honors Program applicant files and applications, grade point averages, scholarship and award materials, and statistics.	EVT + 5 years then destroy confidentially (EVT = date of application)	Yes	Yes
UWSTU054	Instructional Materials including materials in course management systems	Examinations, coursework, assignments, etc. retained by academic departments to serve as source documents for submitted official grades, including those materials found in course management systems, such as Desire2Learn (D2L).	1 year after end of semester in which grades are submitted years then destroy confidentially	Yes	Yes
UWSTU055	Internship Agreements	Agreements, also known as memorandums, between the University, individual departments or colleges or the UW Board of Regents and external businesses or agencies governing supervised practical training or service learning experiences. Internship agreements DO NOT concern individual students but rather acknowledge the business or agency's willingness to accept interns in the future.	EVT + 1 year then destroy (EVT= Expiration of agreement)	No	No
UWSTU056	Internship Contracts	Signed agreements governing supervised practical training or service learning experiences of university students. Often internship contracts are made between academic departments/colleges and external agencies but may involve another university department. Contracts stipulate expectations of a student's responsibilities, the learning outcomes to be covered as well as the logistical aspects of the program.	Original: EVT + 1 year then destroy confidentially. (EVT= date of end of internship as determined by the University)	Yes	Yes
UWSTU057	Major Declarations, Changes, Certification of second Major, Minors	Documents detailing the student's declaration or change of majors or the addition of a second major or minor. Records contain the date of the change, required authorizations, the parameters of the addition or change including the new requirements for completion.	EVT+5 years then destroy confidentially. (EVT = graduation or last attendance)	Yes	Yes
UWSTU058	Name Change Authorizations	Forms and subsequent records documenting a name change request by a student.	EVT+5 years then destroy confidentially (EVT = date of submission)	Yes	Yes
UWSTU059	Petitions, Exceptions to academic rules	Paper forms submitted by the student requesting an exception be made to academic rules regarding required classes, etc.	EVT+5 years then destroy confidentially (EVT = date of submission)	Yes	Yes

UWSTU060	Registration Forms	Forms completed by students at the time of registration. These forms contain student name and number, term or semester, class number and title and number of credits.	EVT+1 year then destroy confidentially (EVT = date of submission)	Yes	Yes
UWSTU061	Schedules, Individual student schedule of classes	Schedule issued to students recording the classes in which they are enrolled, credits, grading option, location and meeting times of classes, and including student name, class, major and identification number.	EVT+1 year then destroy confidentially (EVT = date of schedule creation)	Yes	Yes
UWSTU062	Student Teacher Field Experience File	Records assembled through the evaluation of student teachers conducting their field work. Records may contain but are not limited to: written evaluations of field supervisors and cooperating teachers; remediation plans; recommendation letters; signed agreements with districts; correspondence; copies of transcripts and other student records.	EVT + 7 year then destroy (EVT= Graduation or semester of last attendance)	Yes	Yes
UWSTU063	Study Abroad Program Files	Databases or paper files which are maintained for multiple years. The data provides a continuous list of study abroad program names, student names, number participating, dates of the program, course registration, medical information, names of roommates, biographical information and other information.	EVT+1 year then destroy confidentially (EVT= end of program)	Yes	Yes
UWSTU064	Syllabi and/or individual course calendars	Record series includes the written summary of individual class objectives, topics covered, requirements, necessary texts and equipment, grading and evaluation procedures and other class-specific policies created by an instructor for students.	Official Department Copy: 10 years after last day of course then transfer to archives * *The determination of archival value of syllabi will be made by each institution's archives	No	No
UWSTU065	Transcripts, official	Official student academic transcripts showing name, years of attendance, courses attended, grades, major and further academic achievements.	Permanent	Yes	Yes
UWSTU066	Transcripts, student requests	Documentation recording student requests for official copies of their university transcripts	EVT+1 year then destroy confidentially (EVT = date of request)	Yes	Yes

UWSTU067	Transfer Credit Evaluations	Forms that evaluate the credits an individual student previously earned at another institution based on transfer equivalencies (UWSTU091) and used to determine actual student credit transfers	EVT+5 years then destroy confidentially (EVT = date of evaluation)	Yes	Yes
UWSTU068	Withdrawal Authorizations	Forms completed by students in order to officially withdraw from all classes after the last day to withdraw from individual classes. Includes identification information, the agreement to pay the withdrawal fee, and an explanation of the extraordinary non-academic reasons for the step. Documentation also includes the records of the decision of the granting authority.	EVT + 5 years then destroy confidentially (EVT = date of submission)	Yes	Yes

### International Student Records

UWSTU069	Arrival-Departure Records, (enrolled students) (I-94) (copy)	A copy or image of the I-94. Form I-94 must be completed at the time of entry to the United States by foreign citizens that are being admitted into the United States with nonimmigrant visa status. Form I-94 documents a lawful admission to the U.S. in a specific status and any defined expiration of that status in the United States.	EVT + 5 years then destroy confidentially (EVT = date of graduation or last attendance)	Yes	Yes
UWSTU070	Arrival-Departure Records, (not enrolled) (I-94) (copy)	A copy or image of the I-94. Form I-94 must be completed at the time of entry to the United States by foreign citizens that are being admitted into the United States in a nonimmigrant visa status. Form I-94 documents a lawful admission to the U.S. in a specific status and any defined expiration of that status in the United States.	EVT + 1 year then destroy confidentially (EVT = date of submission)	Yes	Yes
UWSTU071	Certificate of Eligibility for F-1 Visa Status, (enrolled students) (I-20)(copy)	A copy or image of the I-20. The I-20 is a form used to apply for a non-immigrant student visa (F-1 visa). The I-20 form is a certificate of eligibility for nonimmigrant (F-1) student status issued by the school that has admitted to student. It is a requirement for the F-1 Visa. The UW agency provides the I-20 to students who have been accepted to attend class. The student is required to keep the original.	EVT + 5 years then destroy confidentially (EVT = date of graduation or last attendance)	Yes	Yes

UWSTU072	Certificate of Eligibility for F-1 Visa Status, (not enrolled) (I-20)(copy)	A copy or image of the I-20. The I-20 is a form used to apply for a non-immigrant student visa (F-1 visa). The I-20 form is a certificate of eligibility for nonimmigrant (F-1) student status issued by the school that has admitted to student. It is a requirement for the F-1 Visa. The UW agency provides the I-20 to students who have been accepted to attend class. The student is required to keep the original.	EVT + 1 year then destroy confidentially (EVT = date of submission)	Yes	Yes
UWSTU073	Certificate of Eligibility for Exchange Visitor J-1 Status Form DS-2019, (enrolled students) (copy)	A copy or image of the DS-2019. The DS-2019 is a multi-purpose document issued by a U.S. government-approved institution (or organization) certifying that admission into a program has been accepted. Program participants use the DS-2019 to apply for an exchange visitor (J-1) non-immigrant visa. The Student and Exchange Visitor Information System (SEVIS) database, processes the information and produces a copy of the DS-2019 that is sent back to the school. The student is required to keep the original.	EVT + 5 years then destroy confidentially (EVT = date of graduation or last attendance)	Yes	Yes
UWSTU074	Certificate of Eligibility for Exchange Visitor J-1 Status Form DS-2019, (not enrolled) (copy)	A copy or image of the DS-2019. The DS-2019 is a multi-purpose document issued by a U.S. government-approved institution (or organization) certifying that admission into a program has been accepted. Program participants use the DS-2019 to apply for an exchange visitor (J-1) non-immigrant visa. The Student and Exchange Visitor Information System (SEVIS) database, processes the information and produces a copy of the DS-2019 that is sent back to the school. The student is required to keep the original.	EVT + 1 year then destroy confidentially (EVT = date of submission)	Yes	Yes
UWSTU075	Passport Page Showing Passport Number, (enrolled students) (copy)	A copy or image of the passport photo page to verify the passport number, country of citizenship, birthplace, birth date, and accurate spelling of the name of the student.	EVT + 5 years then destroy confidentially (EVT = date of graduation or last attendance)	Yes	Yes
UWSTU076	Passport Page Showing Passport Number, (not enrolled) (copy)	A copy or image of the passport photo page to verify the passport number, country of citizenship, birthplace, birth date, and accurate spelling of the name of the student.	EVT + 1 year then destroy confidentially (EVT = date of submission)	Yes	Yes

UWSTU077	Statement of educational costs, (enrolled students)	The UW agency provides a copy of the statement of educational cost to the students. The statement indicates university contact information, estimated expenses for tuition, fees, living expenses, health insurance and instructions for submitting financial verification form.	EVT + 5 years then destroy confidentially (EVT = date of graduation or last attendance)	Yes	Yes
UWSTU078	Statement of educational costs, (not enrolled)	The UW agency provides a copy of the statement of educational cost to the students. The statement indicates university contact information, estimated expenses for tuition, fees, living expenses, health insurance and instructions for submitting financial verification form.	EVT + 1 year then destroy confidentially (EVT = date of submission)	Yes	Yes
UWSTU079	Statement of financial responsibility and supporting documents, (enrolled students)	Copies of financial documents include bank letters showing sufficient funds on deposit for at least the first year's expenses and legal names of sponsors with appropriate signatures and dates. The UW agency may keep the original documents or copies or images of them.	EVT + 5 years then destroy confidentially (EVT = date of graduation or last attendance)	Yes	Yes
UWSTU080	Statement of financial responsibility and supporting documents, (not enrolled)	Copies of financial documents include bank letters showing sufficient funds on deposit for at least the first year's expenses and legal names of sponsors with appropriate signatures and dates. The UW agency may keep the original documents or copies or images of them.	EVT + 1 year then destroy confidentially (EVT = date of submission)	Yes	Yes
UWSTU081	United States Permanent Resident Card (Green Card) copy , (enrolled students)	A copy or image of the Permanent Resident Card. The card has previously been called the Alien Registration Receipt Card and is has not always been green in color. The card provides evidence of admissibility to the United States as a lawful permanent resident.	EVT + 5 years then destroy confidentially (EVT = date of graduation or last attendance)	Yes	Yes

UWSTU082	United States Permanent Resident Card (Green Card) copy, (not enrolled)	A copy or image of the Permanent Resident Card. The card has previously been called the Alien Registration Receipt Card and is has not always been green in color. The card provides evidence of admissibility to the United States as a lawful permanent resident.	EVT + 1 year then destroy confidentially (EVT = date of submission)	Yes	Yes
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### Publications, Statistics and Policy

UWSTU083	Catalog, graduate and undergraduate	Official institutional course catalog in paper or electronic format providing overview of admissions policies, course offerings and degree requirements as well as minor and certificate requirements.	CR + 6 years, then transfer to University Archives	No	No
UWSTU084	Class Schedules/timetables (institutional)	Official list of courses offered each semester, with information regarding course numbers, names and credits; instructors; times; and course location in any format. This may differ significantly from the publication available to students at the time of registration.	CR + 6 years, then transfer to University Archives	No	No
UWSTU085	Correspondence, policy-setting	Policy-setting correspondence within Enrollment Services units or between them and university administration.	CR + 6 years, then transfer to University Archives	No	No
UWSTU086	Course File, master	Official courses offered throughout the history of the institution	CR + 6 years, then transfer to University Archives	No	No
UWSTU087	Enrollment and Class Lists	Reports generated by Enrollment Services during any given semester reflecting student enrollment rosters, class size, graduation lists	CR + 6 years, then transfer to University Archives.	Yes	Yes
UWSTU088	Enrollment Verifications and Certifications	Records used to verify student enrollment for purposes such as loan applications, insurance discounts, and Social Security benefits.	EVT +1. EVT is completion of verification or certification. Destroy confidentially	Yes	Yes

UWSTU089	Grade Reports/statistics	Reports of official grades awarded, degrees conferred, grade lists, academic standing, grade point averages, degree statistics	CR + 6 years, then transfer to University Archives	Yes	Yes
UWSTU090	Honors Lists	Lists of students who have achieved academic distinction, including but not limited to the Dean's List	CR + 6 years, then transfer to University Archives		
UWSTU091	Transfer Equivalencies	Aggregate transfer credit equivalency information, comparing course subject area, content, difficulty, level, and credit hours collected to evaluate and determine transferrable course credits from other institutions.	Until superseded. Keep until superseded and destroy	No	No

### FERPA-Related Records

UWSTU092	Requests for and Disclosure of Personally identifiable Information	Third-party requests for information, which require a student's signed and dated written consent for disclosure of information (see UWSTU097), and documentation of the subsequent disclosure of the information, if granted.	Permanent.	Yes	Yes
UWSTU093	Requests for Corrections to records and Formal hearings	Student-initiated requests for corrections to records and for formal hearings regarding the amendment of the academic record, based on the student's right to request to have records corrected that he or she believes to be inaccurate, misleading or in violation of their privacy rights.	Permanent.	Yes	Yes
UWSTU094	Requests for Nondisclosure of Directory Information	Documentation supporting a request to withhold items from public records, including the "Request to Withhold Student Information" form, where applicable.	Permanent.	Yes	Yes
UWSTU095	Statement on contents of Records regarding hearing panel decisions	Statement written by a student who finds the decision of the formal hearing regarding the academic record unsatisfactory. The statement setting forth any reasons for disagreeing with the decision is placed in his or her file.	Permanent.	Yes	Yes

UWSTU096	Waiver of Right of Access to Confidential Recommendations	The waiver to right of access for a letter of recommendation is allowed for three purposes: (1) admission to another educational institution; (2) employment; (3) receipt of an award or honor. These are the only areas in which waivers are allowed.	Permanent or until terminated by the student	Yes	Yes
UWSTU097	Written Consent for Records Disclosure	The student's written, signed, and dated consent to the disclosure of personally identifiable information about a student or the inspection of the student's records.	Permanent.	Yes	Yes
UWSTU098	Written Decisions of Hearing Panels	Decisions resulting from a formal hearing regarding a student-initiated request for amendment of the student's educational records. Related to series UWSTU093 and UWSTU095	Permanent.	Yes	Yes

### Federal Disclosure Records

UWSTU099	Athletic Participation/EADA Document	Records to disclose data about Equity in Athletics and to the Office of Postsecondary Education (OPE), Federal Department of Education. The source and background for these reports are data retained in worksheets, spreadsheets, charts, surveys, email, web-linked data and narrative reports, all of which are to be considered records belonging to this series.	3 years after required disclosure. Destroy or transfer to Archives	No	No
UWSTU100	College costs, Accreditation, Textbook information, Transfer Credit Policy	Records are provided both to students and the Department of Education. The source and background for these reports are data retained in worksheets, spreadsheets, charts, surveys, email, web-linked data and narrative reports, all of which are to be considered records belonging to this series. These disclosure records are organized in two broad categories: I. Non-Loan-Related Disclosure Requirements: Availability of Institutional and Financial Aid Information, Student Financial Assistance, General Institutional Information, Teacher Preparation Program Report, Health and Safety, Student Outcomes, Intercollegiate Athletic Program, and Voter Registration II. Disclosure Requirements	3 years after required disclosure. Destroy or transfer to Archives	No	No

		Relating to Education Loans: HEA disclosure requirements that are related to Title IV, HEA program loans, and private education loans.			
UWSTU101	Graduation/Completion Transfer Out data	The records include data and reports supplied to the Department of Education (ED) and to students fulfilling Student Right-to-Know legislative requirements. The source and background for these reports are data retained in worksheets, spreadsheets, charts, surveys, email, web-linked data and narrative reports, all of which are to be considered records belonging to this series. Reporting to ED is accomplished via systems such as the Integrated Postsecondary Education Data System (IPEDS). IPEDS collects data on postsecondary education in the United States in seven areas: institutional characteristics, institutional prices, enrollment, student financial aid, degrees and certificates conferred, student persistence and success, and institutional human and fiscal resources.	3 years after required disclosure. Destroy or transfer to Archives	No	No
UWSTU102	Institutional Information	Records and information are disclosed to students and reported to the Federal Department of Education. The source and background data for these reports are to be considered records belonging to this series. The information collected includes, but is not limited to: cost of attendance including fees and books, refund policy, withdrawal procedures, study abroad programs, and name of accrediting agencies (See 34 CFR 668.43)	3 years after required disclosure. Destroy or transfer to Archives	No	No