

Revision Responsibility: Registrar

**Purpose:**

To detail the records retention and disposal policies of student academic files.

**Policy:**

The Office of Records maintains all permanent academic records for the College. The file originates in the Office of Admissions or ELSE School, and is then forwarded to the Office of Records for the creation of the permanent student file. At the end of a student’s enrollment at Millsaps College, files are scanned. The following retention plan is approved for student academic files.

Form Title	Scan?	Purge?	Permanent?
Change of Plans	X	X	
Transfer Credit Approval, Substitution, Transient Form		X	
Directed Study Instructions and Application Form	X		X
Internship Instructions and Application Form	X		X
Leave of Absence	X	X	
Change of Advisor		X	
Change of Name	X		X
Change of Address for Current Students		X	
Declaration of Major Form	X	X	
Request for Enrollment/Education Verification & Letter of Good Standing Request		X	
FERPA Authorization for Release of Records	X		X
Request for Non-Release of Directory Information	X		X
Cancellation of Request for Non-Release of Directory Information	X		X
Official Transcript Request- Millsaps College		X – but keep most recent one	
Unofficial Transcript Request- Millsaps College		X – but keep most recent one	
Official Transcript Request- Wood College		X – but keep most recent one	
Student Authorization for Someone else to pick up Official Transcript	X		

Graduation/Degree Audit	X	X	
Minor Declaration Form	X	X	
Voluntary Withdraw from Millsaps College Form	X	X	
Medical Withdraw from Millsaps College Form	X	X	
Administrative Withdraw from Millsaps College Form	X	X	
Replacement Diploma Form	X	X	
Form for Leaving Honors I or II	X	X	
Admissions Letter	X		X
Email or phone correspondence		X (unless deemed to keep by Registrar)	
Letters of recommendation	X	X	
Credit by Examination scores (AP, CLEP, etc)	X		X
Entrance Exams (ACT, SAT, GRE, etc)	X		X
Placement Scores		X	
Admissions checklist		X	
Student Identifying Information Coversheet to File Folder	X		X
HS transcript	X		X
International documents	X		X
Academic Probation and Academic Suspension	X	X	
Academic Dismissal	X		X
Disciplinary Dismissal	X		X
Millsaps College Transcripts	X		X
Transcripts from other institutions	X		X
Admissions Application	X		X
Transfer Evaluation Documents		X	
Study Abroad Documents	X	X	
Obituaries	X		X
Change of Grade Form	X		X
Excessive Absences Form (Blue and Yellow Cards)		X	
Request for Academic Records of Deceased Students and Alumni	X		X
Honor Code Violation	X	X	

This policy follows the records retention guidelines developed by the American Association of Collegiate Registrars and Admissions Officers (AACRAO).