

Revision Responsibility: Registrar
Responsible Executive Office: Provost and Dean of the College

Purpose:

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

Policy:

The Office of Records maintains all permanent academic records for Millsaps College. The student 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, student academic files are scanned and the following retention plan is approved:

Form Title	Scan	Purge	Permanent
Academic Dismissal	X		X
Academic Probation and Academic Suspension	X	X	
Admissions Application	X		X
Admissions Checklist		X	
Admissions Letter	X		X
Cancellation of Request for Non-Release of Directory Information	X		X
Change of Address for Current Students		X	
Change of Advisor		X	
Change of Grade	X		X
Change of Name	X		X
Change of Plans	X	X	
Correspondence, relevant	X	X*	
Credit by Examination scores (AP, CLEP, etc.)	X		X
Declaration of Major	X	X	
Directed Study Instructions and Application	X		X
Disciplinary Dismissal	X		X
Entrance Exams (ACT, SAT, GRE, etc.)	X		X
Excessive Absences (Blue and Yellow Cards)		X	
FERPA Authorization for Release of Records	X		X
Graduation Application	X	X	
Graduation/Degree Audit	X		X**

Form Title	Scan	Purge	Permanent
High School Transcript	X		X
Honor Code Violation	X	X	
International documents	X		X
Internship Instructions and Application	X		X
Leave of Absence	X	X	
Leaving Honors I or II	X	X	
Letters of recommendation	X	X	
Millsaps College Transcripts	X		X
Minor Declaration	X	X	
Obituaries	X		X
Official Transcript Request - Millsaps College		X***	
Official Transcript Request - Wood College		X	
Placement Scores		X	
Replacement Diploma	X	X	
Request for Academic Records of Deceased Students and Alumni	X		X
Request for Enrollment/Education Verification & Letter of Good Standing Request		X	
Request for Non-Release of Directory Information	X		X
Request for Non-Release of Directory Information - CANCELLATION	X		X
Authorization for Someone Else to pick up Official Transcript		X	
Identifying Information Coversheet	X		X
Study Abroad Documents	X	X	
Transcripts from other Institutions	X		X
Transfer Credit Approval, Substitution, Transient		X	
Transfer Evaluation Documents		X	
Unofficial Transcript Request - Millsaps College		X***	
Unofficial Transcript Request – Wood College		X	
Withdrawal – Administrative	X	X	
Withdrawal – Medical	X	X	
Withdrawal - Voluntary	X	X	

This policy follows the records retention guidelines developed by the **American Association of Collegiate Registrars and Admissions Officers (AACRAO)**, 2019 edition.

**The Registrar will deem if the relevant correspondence is to be kept as Permanent Record.*

***Keep the most recent audit*

****Keep the most recent in-office PAPER request.*