



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional Effectiveness: (915) 831-6740

CIA-2 Retention Schedule for Student Educational Records

APPROVED: September 14, 2004 **REVISED:** Year of last review: 2021
AUTHORIZING BOARD POLICY: CIA

Classification: Administrative
Vice President or Associate Vice President: Vice President of Student and Enrollment Services
Designated Contact: Executive Director of Admissions and Registrar

OBJECTIVE: To establish the responsibility for maintaining and retirement of student educational records.

PROCEDURE: For the purposes of this procedure, the term “Student Educational Records” is defined as those records related to an individual’s application for admission, enrollment, and graduation from the College. Exceptions to this definition will be consistent with provisions of the *Family Educational Rights and Privacy Act*.

The record will be classified, maintained, and retired in accordance with the following schedules:

I. Admissions Records--Students Who Do Not Enroll

Admission records will contain the individual’s application for admission, transcripts, test records, correspondence, and other materials, as may be required to satisfy the admissions requirements of the College. The hard copy of the record will be maintained by the Office of Admissions and Registration and in the student data base for a period of three (3) years from the initial semester of intended enrollment as declared by the applicant. If the applicant has not enrolled by the end of this three (3) year period, the hard copy record will be destroyed, and the information in the student data base will be purged from the system.

II. Student Records

A. Upon initial enrollment, an individual’s admissions file will be transferred to the Records Office and will become a permanent part of the student record.

B. Continuing Education

Continuing Education (C.E.) student names, identification numbers, birth dates and demographic information obtained from the C.E. registration form are entered into the Banner Information Management System and maintained in the same manner as credit/academic student information.

C. The content of the student records, the retention period, and the storage mode for academic records are as follows. In all cases, except as noted, the retention period is from the end of the last period of enrollment.

Type of Record	Mode of Storage	Retention Period
Admissions Application	Hard Copy	Three Years
	Microfilm	Permanent
	Imaging	Permanent
Petitions for Admissions	Hard Copy	Three Years
	Microfilm	Permanent
	Imaging	Permanent
High School/College Transcripts and/or GED Record	Hard Copy	Three Years
	Microfilm	Permanent
	Imaging	Permanent

***Note:** The word “faculty” denotes instructors, counselors and librarians.

Type of Record	Mode of Storage	Retention Period
Residency Classification Forms	Hard Copy	Three Years
	Microfilm	Permanent
	Imaging	Permanent
Pre-Entry Assessment Information	Hard Copy	Three Years
	Microfilm	Permanent
	Imaging	Permanent
Foreign Student Financial Responsibility Statements	Hard Copy	Three Years
	Microfilm	Permanent
	Imaging	Permanent
Foreign Student Forms (I-20, etc.)	Hard Copy	Three Years
	Microfilm	Permanent
Physical Examination Forms and Immunization Records	Hard Copy	Three Years
	Microfilm	Permanent
	Imaging	Permanent
Admissions Correspondence	Hard Copy	Three Years
	Microfilm	Permanent
	Imaging	Permanent
Student Record System Directory and Controlled Information	Hard Copy	Three Years
	Microfilm	Permanent
	Imaging	Permanent
Academic Record	Computer	Permanent
	Microfilm	Permanent
	Imaging	Permanent
Change of Grade Forms	Computer	Permanent
	Microfilm	Permanent
	Imaging	Permanent
Transfer Credit Evaluations	Computer	Three Years
	Hard Copy	Three Years
	Microfilm	Permanent
Credit by Examination Records	Computer	Permanent
	Microfilm	Permanent
	Imaging	Permanent
Course Substitution/Waiver Records	Computer	Permanent
	Microfilm	Permanent
	Imaging	Permanent
Graduation Application	Computer	Three Years
	Microfilm	Permanent
	Application	Permanent
FERPA Documents	Computer	Three Years
	Microfilm	Permanent
	Imaging	Permanent
Enrollment Certification	Microfilm	Permanent
	Imaging	Permanent
	Imaging	Permanent

Type of Record	Mode of Storage	Retention Period
Correspondence	Hard Copy Microfilm	Three Years Permanent
Change of Name/Social Security Number/Date of Birth	Hard Copy Microfilm	Three Years Permanent
Records	Imaging	Permanent
Student Information Forms	Microfilm Imaging	Permanent Permanent
Academic Status Record	Computer Microfilm Imaging	Permanent Permanent Permanent

III. Institutional Records

Certain records regarding a student's enrollment are considered to be institutional records and will be maintained separately from the record for the individual student. Institutional records will include the following. In all cases, the period of retention is from the end of the semester associated with the record specified.

Continuing Education (C.E.) records are minimal in number and consist only of those required to support State and SACSCOC mandated transcript/reporting requirements. Retained C.E. records are maintained in the same manner as credit/academic records.

Type of Record	Mode of Storage	Retention Period
Registration Records Including Add/Drop Forms	Computer Microfilm Imaging	Permanent Permanent Permanent See Note 2
Certified Rosters	Hard Copy Microfilm Imaging	Permanent Permanent Permanent
Attendance Records	Hard Copy Microfilm	Permanent Permanent
Grade Records	Hard Copy Microfilm Imaging	Permanent Permanent Permanent
Graduation Reports	Hard Copy Microfilm Imaging	Permanent Permanent Permanent
Catalogs	Hard Copy Microfilm	Permanent Permanent
Class Schedules	Computer	Permanent
State Reports	Computer Microfilm Imaging	One Year Permanent Permanent

NOTE: Continuing Education

1. “The institution can issue to each individual who qualifies for CEU a record of his/her CEU activities. This cumulative record or transcript represents an official verification of one’s CEU participation. The institution maintains records for a period of at least seven years from the date an individual received CEU for an activity.”
2. Continuing Education Records for Non-Funded/Non-CEU Courses are maintained for a period of two (2) years.
3. As per SACSCOC, one copy of the official record is maintained in the Office of Admissions and Registration, and a duplicate, electronic back-up copy is maintained at a different location by the IT Records Management Office.

Policy(ies) Providing Authority:

TASB CIA, *Records Management*

The Family Educational Rights and Privacy Act (FERPA)

Texas State Library, Local Government-Records Control Schedule (Code 203.041, 205.0003(a).

Criteria and Guidelines for quality Continuing Education and Training Programs, and the CEU and other Measurement Unity by the International Association for Continuing Education and Training (IAET).