

California State University RECORDS/INFORMATION RETENTION AND DISPOSITION SCHEDULE

Record Series Identifier	Record Series Name						Admission Records for Students who do not enroll shall be retained for 1 year after the application term had concluded.		
4.0	STUDENT RECORDS								
Record Identifier	Record Title	Custodian of Records	Record Value: O - Operational					Retention Source Authority	Retention Period
			O	F	L	H	V		
4.1	Admissions Records for Applicants Who Enroll							Based on "American Association of Collegiate Registrars and Admissions Officers (AACRAO)" Student Records Management: Retention, Disposal, and Archive of Student Records ©2019 Edition, unless otherwise indicated.	
Notes: 1. The retention periods below are based on the following: 2. FERPA states that letters of recommendation not accompanied by waivers and retained beyond their intended use may be viewed by the student. As a 3. Veterans Administration (VA) regulations state that the following student records must be retained for at least three years after termination of enrollment. 4. Educational institutions participating in federal, state, and private programs of low-interest loans to students shall retain student 5. Some documents from institutions in other countries may be originals and therefore difficult or impossible for the applicant to replace. The records custodian may be									
4.1.1	Admission letters (including admission, denial, or waitlist)	Director Admissions & Recruitment	X					AACRAO	3 years after graduation or date of last attendance
4.1.2	Admission letters (Special Programs)	Director Admissions & Recruitment	X					AACRAO	3 years after graduation or date of last attendance or until administrative need is satisfied
4.1.3	Correspondence, relevant	Director Admissions & Recruitment	X					AACRAO	3 years after graduation or date of last attendance
4.1.4	Waivers of rights of access (admissions) Waiving right to access to admission letters of recommendation	Director Admissions & Recruitment	X					AACRAO	3 years after graduation or date of last attendance
4.1.5	Application for admission (or Readmission)	Director Admissions & Recruitment	X					AACRAO	1 year after first term of enrollment
4.1.6	Credit by examination (Reports/scores on Advanced Placement, CLEP, etc.)	University Registrar	X					AACRAO	1 year after first term of enrollment
4.1.7	Entrance examination (Standardized test scores, such as ACT/SAT, LSAT, MCAT, GRE, TOEFL, etc.)	Director Admissions & Recruitment	X					AACRAO	3 years after graduation or date of last attendance
4.1.8	Medical records (immunization records)	Associate Vice President, Student Health, Counseling and Wellness	X					AACRAO	3 years after graduation or date of last attendance

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Record Identifier	Record Title	Custodian of Records	Record Value: O - Operational					Retention Source Authority	Retention Period		
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4.1.9	Letters of recommendation (admissions)	Director Admissions & Recruitment	X					AACRAO	Until Admitted		
4.1.10	Military Documents	University Registrar/Director of Veterans Services	X					AACRAO	3 years after graduation or date of last attendance		
4.1.11	Placement test scores/reports	Director Admissions & Recruitment	X					AACRAO	3 years after graduation or date of last attendance		
4.1.12	Release from high school or Dual Enrollment forms	Director Admissions & Recruitment	X					AACRAO	3 years after graduation or date of last attendance		
4.1.13	Residency classification forms	Director Admissions & Recruitment	X					AACRAO	3 years after graduation or date of last attendance		
4.1.14	Transcripts (high school)	University Registrar	X					AACRAO	3 years after graduation or date of last attendance		
4.1.15	Transcripts (other colleges)	University Registrar	X					AACRAO	3 years after graduation or date of last attendance		
4.2	Student Academic Records										
Notes:											
1. The retention periods below are based on the following:											
2. Any record recommended for permanent retention should be retained in a medium that takes into consideration the nature of the document and its need for retrieval											
3. The recommended retention period based on graduation or non-attendance should begin with the date of graduation or the date, term, semester and year of											
4. FERPA specifically requires institutions to maintain records of requests and disclosures of personally identifiable information except											
5. The VA regulations state that the following records must be retained for at least three years after the termination of enrollment.											
6. Veterans Administration (VA) regulations require that all advertising, sales, and enrollment materials (e.g. catalogs) used by or on behalf of the institution during the											
7. Educational institutions that participate in federal, state, and private programs of low interest loans must retain for three years after graduation or withdrawal											
8. Email regarding student records that are transitory in nature can be discarded when no longer needed. Email and electronic communication that contains important											
9. Student demographic data and other information about a student who attended the institution will likely need to be kept for a much longer period and/or permanently.											
4.2.1	Academic advisement records (includes records from Academic Advisement Centers, Career Services, Educational Opportunity Programs, Learning Centers and Services to Students with Disabilities Centers)	AVP Student Success	X					Best Practice	5 years after graduation or date of last attendance		
4.2.2	Academic warning (notice of academic action related to academic non-performance/deficiency)	AVP Student Success	X					Best Practice	5 years after graduation or date of last attendance		

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Record Identifier	Record Title	Custodian of Records	Record Value: O - Operational					Retention Source Authority	Retention Period		
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4.2.3	Academic suspension (notice of academic action related to academic non-performance/deficiency)	AVP Student Success	X			X		AACRAO	Permanent		
4.2.4	Academic integrity code violations - with sanctions (notice of violation of academic integrity policies including sanctions , if any)	Dean of Students	X			X		AACRAO	Permanent		
4.2.5	Academic Records - miscellaneous (narrative evaluations, competency assessments, etc.)	University Registrar	X			X		AACRAO	Permanent		
4.2.6	Correspondence, student (Related to academic records, inquiries)	University Registrar	X					Best Practice	5 years after graduation or date of last attendance		
4.2.7	Grievance/complaint by student (various course/exam related issues, not grade of FERPA disputes)	University Registrar	X					AACRAO	Until administrative need satisfied		
4.2.8	Leave of absence	University Registrar	X					AACRAO	Until administrative need satisfied		
4.2.9	Major changes, certification of 2nd majors, minors	University Registrar	X					AACRAO	Until administrative need satisfied		
4.2.10	Petitions (exceptions to academic rules)	University Registrar	X					AACRAO	Until administrative need satisfied		
4.2.11	Thesis/Dissertation	Dean of Graduate Studies	X			X		AACRAO	Permanent		
4.2.12	Transcripts	University Registrar				X		AACRAO	Permanent		
4.2.13	Enrollment verifications (verifications of enrollment, graduation, GPA, and other related academics)	University Registrar	X					AACRAO	Until administrative need satisfied		
4.2.14	Residency verification records (Documents in support of verifying residency in state for tuition purposes)	Director Admissions & Recruitment	X					AACRAO	Until administrative need satisfied		
4.2.15	Teacher Certifications		X					AACRAO	Until administrative need satisfied		
4.2.16	Transcript requests (Official transcript requests by student)	University Registrar	X					AACRAO	Until administrative need satisfied		
4.2.17	Application for degree or other credential (degree application, record of degree name, etc.	University Registrar/Dean of Graduate	X					Best Practice	5 years after graduation or date of last attendance or until administrative need is satisfied		
4.2.18	Graduation lists (lists of graduates for graduating class)		X			X		AACRAO	Permanent		

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Record Identifier	Record Title	Custodian of Records	Record Value: O - Operational					Retention Source Authority	Retention Period		
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4.2.19	Substitutions/waivers (approval to meet program requirements with administrative action)	University Registrar	X					AACRAO	Until administrative need satisfied		
4.2.20	Exams (final)/graded coursework		X					AACRAO	One year after course completion		
4.2.21	Grade appeal/complaint (student final grade dispute)		X					AACRAO	One year after course completion		
4.2.22	Grade book - faculty (record of students in course and work completed)		X					AACRAO	Five years after course completion		
4.2.23	Grade change forms (Record of authorization to change grades)	University Registrar	X					AACRAO	Until administrative need satisfied		
4.2.24	Grade reports (midterm)	Not applicable	X					AACRAO	End of term		
4.2.25	Grade submission sheets/data (original records of grades submitted at end of term)	University Registrar	X			X		AACRAO	Permanent		
4.2.26	Name change authorizations	University Registrar	X					AACRAO	Until administrative need satisfied		
4.2.27	Personal data information forms (change of address, race/ethnicity questionnaires, and other demographic data)	University Registrar	X					AACRAO	Until administrative need satisfied		
4.2.28	Transfer credit evaluations	University Registrar	X					Best Practice	5 years after graduation or date of last attendance		
4.2.29	Class schedules (student schedules for each term)	Dean of Undergraduate Studies	X					AACRAO	Until administrative need satisfied		
4.2.30	Class lists (record of class rosters for each term)	Dean of Undergraduate Studies	X					AACRAO	Until administrative need satisfied		
4.2.31	Course repeat form/approval	University Registrar	X					AACRAO	Until administrative need satisfied		
4.2.32	Credit/no credit, audit, or pass/no pass approvals (authorization from various enrollment options)	University Registrar	X					AACRAO	Until administrative need satisfied		
4.2.33	Enrollment changes (record of student add/drop/withdraw from class)	University Registrar	X					AACRAO	Until administrative need satisfied		
4.2.34	Hold or encumbrance authorizations (Registration and transcript holds)	University Registrar	X					AACRAO	Until administrative need satisfied		
4.2.35	Registration/enrollment records (initial registration forms, current enrollment records)	University Registrar	X					AACRAO	Until administrative need satisfied		

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Record Identifier	Record Title	Custodian of Records	Record Value: O - Operational					Retention Source Authority	Retention Period		
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4.2.36	Withdrawal/cancellation of enrollment records (record of request to withdraw from all classes)	University Registrar						AACRAO	Until administrative need satisfied		
4.2.37	Electronic Data - Data change logs (electronic log of changes to enrollment and other data, including date/time stamp information and user that changed data if that data is maintained separately in system)	Dean of Undergraduate Studies	X			X		AACRAO	10 years		
4.2.38	Electronic Data - Emails and other electronic communications that authorize academic/enrollment actions and /or provide directory/non directory information about a student.	Dean of Undergraduate Studies	X					AACRAO	Until administrative need satisfied		
4.2.39	Electronic Data - Enrollment data (Electronic records of enrollment is classes, including records of drop, add and enrollment change activity.	University Registrar	X			X		AACRAO	10 years		
4.2.40	Electronic Data - Grade data (Electronic record of submitted grades and grade changes, including date/time stamp and user data)	University Registrar	X			X		AACRAO	Permanent		
4.2.41	Electronic Data - Student Demographic Information (electronic student data including student characteristics, date of birth, former names, address information, photo ID and ethnic	Office of Institutional Effectiveness	X			X		AACRAO	50 years		
4.2.42	Catalogs (Published annually or bi-annually, record of courses, degrees, and programs of study offered)	Dean of Undergraduate Studies	X			X		AACRAO	Permanent		
4.2.43	Commencement programs (Published record of graduates for public distribution)	Dean of Undergraduate Studies	X			X		AACRAO	Permanent		
4.2.44	Degree Statistics (record of degrees granted by institution per graduation term and/or annually)	Office of Institutional Effectiveness	X			X		AACRAO	Permanent		
4.2.45	Enrollment Statistics (Per term report of enrolled by students, e.g. by class, by course, totals, headcount, and FTE)	Office of Institutional Effectiveness	X			X		AACRAO	Permanent		

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4.2.46	Grade distribution and other grade statistics (Report of grades given, including summary grade point statistics by class)	Office of Institutional Effectiveness	X			X		AACRAO	Permanent		
4.2.47	Instructor evaluations (by students)	Dean of Undergraduate Studies	X					AACRAO	one semester or until administrative need is satisfied		
4.2.48	Race/ethnicity reporting (report of student enrollment, graduation, and other metrics by race and ethnic origin)	Office of Institutional Effectiveness	X			X		AACRAO	Permanent		
4.3	Financial Aid Records										
<p>Notes:</p> <ol style="list-style-type: none"> The three-year retention periods noted shall begin with the date of graduation or the date of last attendance, or the term, semester and Educational institutions which participate in federal, state, and private programs of low-interest loans to students shall retain for three Educational institutions which participate in federal, state, and private programs of low-interest loans to students shall retain student Some documents from institutions in other countries may be originals and therefore difficult or impossible for the applicant to replace. 											
4.3.1	Application data submitted to the Dept. of Education or lender by the school on behalf of the student	Director of Financial Aid & Scholarships			X			34 CFR 668.24	3 years from end of award year		
4.3.2	Audit and review reports	Director of Financial Aid & Scholarships				X		34 CFR 668.24	Until audit/review questions are resolved or until the end of the retention period applicable to the records, whichever is later.		
4.3.3	Bank statements for accounts containing Student Financial Aid funds	Director of Financial Aid & Scholarships				X		34 CFR 668.24	3 years from end of award year		
4.3.4	Campus-based aid (Perkins loan, SEOG, and Federal Work Study)	Director of Financial Aid & Scholarships				X		34 CFR 668.24	3 years from end of award year		
4.3.5	Data used to establish student's admission, enrollment status, period of enrollment	University Registrar				X		34 CFR 668.24	3 years from end of award year		
4.3.6	Date and amount of disbursements	Director of Financial Aid & Scholarships				X		34 CFR 668.24	3 years from end of award year		
4.3.7	Documentation of initial or exit loan counseling	Director of Financial Aid & Scholarships				X		34 CFR 668.24	3 years from end of award year		
4.3.8	Documentation of students eligibility	Director of Financial Aid & Scholarships				X		34 CFR 668.24	3 years from end of award year		

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4.3.9	Documentation of student's program of study and courses enrolled in	University Registrar			X			34 CFR 668.24	3 years from end of award year		
4.3.10	Documentation of student's satisfactory academic progress	Director of Financial Aid & Scholarships			X			34 CFR 668.24	3 years from end of award year		
4.3.11	Documentation related to the receipt of aid, such as: amount of grant, loan, Federal Work Study award; and calculations used to determine aid amounts	Director of Financial Aid & Scholarships			X			34 CFR 668.24	3 years from end of award year		
4.3.12	Documentation supporting the school's calculation of its completion/graduation or transfer-out rate	Office of Institutional Effectiveness			X			34 CFR 668.24	3 years from end of award year		
4.3.13	Documents used to verify applicant's data	Director of Financial Aid & Scholarships			X			34 CFR 668.24	3 years from end of award year		
4.3.14	Federal work-study payroll records	Payroll			X			34 CFR 668.24	3 years from end of award year		
4.3.15	FFEL and Direct Loans:	Director of Financial Aid & Scholarships									
4.3.16	-Borrower's eligibility records	Director of Financial Aid & Scholarships			X			34 CFR 668.24	3 years from end of award year or year student last attended, whichever is later		
4.3.17	-All other records/reports	Director of Financial Aid & Scholarships			X			34 CFR 668.24	3 years from end of award year or award year report submitted, whichever is later		
4.3.18	Fiscal Operation Report (FISAP)	Director of Financial Aid & Scholarships			X			34 CFR 668.24	3 years from end of award year		
4.3.19	Ledgers identifying Student Financial Aid transactions	University Controller			X			34 CFR 668.24	3 years from end of award year		
4.3.20	Other records pertaining to financial responsibility and standards of administrative capability	University Controller			X			34 CFR 668.24	3 years from end of award year		
4.3.21	Pell Grant	Director of Financial Aid & Scholarships			X			34 CFR 668.24	3 years from end of award year		
4.3.22	Perkins promissory notes and repayment schedules	University Controller			X			34 CFR 674.19	Until loan is satisfied		
4.3.23	Perkins repayment records	University Controller			X			34 CFR 674.19	3 years from date loan assigned, cancelled, or repaid		

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4.3.24	Program Participation Agreement	Director of Financial Aid & Scholarships			X			34 CFR 668.24	3 years from end of award year
4.3.25	Records of student accounts	University Controller			X			34 CFR 668.24	3 years from end of award year
4.3.26	Records of Student Financial Aid program transactions	Director of Financial Aid & Scholarships			X			34 CFR 668.24	3 years from end of award year
4.3.27	Records supporting data on required reports, such as: -Student Financial Aid program reconciliation reports, -Audit reports and school responses, -Pell grant statements of accounts, - Accrediting and licensing agency reports	Director of Financial Aid & Scholarships			X			34 CFR 668.24	3 years from end of award year
4.3.28	Reports and forms used for participation in the Student Financial Aid program	Director of Financial Aid & Scholarships			X			34 CFR 668.24	3 years from end of award year
4.3.29	Self-evaluation reports	Director of Financial Aid & Scholarships			X			34 CFR 668.24	3 years from end of award year
4.3.30	State agency reports	Director of Financial Aid & Scholarships			X			34 CFR 668.24	3 years from end of award year
4.3.31	The Student Aid Report or Institutional Student Information Record (ISIR)	Director of Financial Aid & Scholarships			X			34 CFR 668.24	3 years from end of award year
4.4	International Student Documents								
Notes: 1. Some documents from institutions in other countries may be difficult or impossible for the applicant to replace. Records custodians 2. Records for applicants who do not enter are not covered by FERPA.									
4.4.1	Alien Registration Receipt Card (Evidence of admissibility as a permanent resident)	Assistant Vice President of International Affairs	X					AACRAO	3 years after graduation or date of last attendance
4.4.2	DS-2019 (certificate of eligibility for J1 visa status)	Assistant Vice President of International Affairs	X					AACRAO	3 years after graduation or date of last attendance

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4.4.3	Employment Authorization (work permit) if granted	Assistant Vice President of International Affairs	X					AACRAO	3 years after graduation or date of last attendance
4.4.4	I-20 (Certificate of eligibility for F-1 visa)	Assistant Vice President of International Affairs	X					AACRAO	3 years after graduation or date of last attendance
4.4.5	I94 Card (copy)	Assistant Vice President of International Affairs	X					AACRAO	3 years after graduation or date of last attendance
4.4.6	Passport Number	Assistant Vice President of International Affairs	X					AACRAO	3 years after graduation or date of last attendance
4.4.7	Statement of Educational Costs (estimate of total school year costs)	Assistant Vice President of International Affairs	X					AACRAO	3 years after graduation or date of last attendance
4.4.8	Statement of Financial Responsibility (evidence of adequate financial resources)	Assistant Vice President of International Affairs	X					AACRAO	3 years after graduation or date of last attendance
4.4.9	Transcripts - high school	Assistant Vice President of International Affairs	X					AACRAO	3 years after graduation or date of last attendance (See Note 1)
4.4.10	Transcripts - other colleges	Assistant Vice President of International Affairs	X					AACRAO	3 years after graduation or date of last attendance (See Note 1)
4.5	Student Athlete Records								
4.5.1	Academic Eligibility Review Forms	Associate Athletics Director for Compliance	X					Best Practice	6 Years after initial CSU enrollment or 2 years from last enrollment, whichever is longer
4.5.2	Air Travel - Informed Consent	Associate Athletics Director for Compliance	X					Best Practice	6 Years after initial CSU enrollment or 2 years from last enrollment, whichever is longer

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4.5.3	Athlete Physicals/Athletic Injury Report	Associate Athletics Director for Compliance	X					Best Practice	6 Years after initial CSU enrollment or 2 years from last enrollment, whichever is longer	
4.5.4	Athletic Grant-In-Aid Agreements	Associate Athletics Director for Compliance	X					Best Practice	6 Years after initial CSU enrollment or 2 years from last enrollment, whichever is longer	
4.5.5	Conference Student-Athlete Sportsmanship Agreement	Associate Athletics Director for Compliance	X					Best Practice	6 Years after initial CSU enrollment or 2 years from last enrollment, whichever is longer	
4.5.6	Complimentary Admissions for Student-Athletes	Associate Athletics Director for Compliance	X					Best Practice	6 Years after initial CSU enrollment or 2 years from last enrollment, whichever is longer	
4.5.7	Drug-Testing Consent/Results	Associate Athletics Director for Compliance	X					Best Practice	6 Years after initial CSU enrollment or 2 years from last enrollment, whichever is longer	
4.5.8	Historical Report	Associate Athletics Director for Compliance	X					Best Practice	6 Years after initial CSU enrollment or 2 years from last enrollment, whichever is longer	
4.5.9	Letter of Intent - Conference	Associate Athletics Director for Compliance	X					Best Practice	6 Years after initial CSU enrollment or 2 years from last enrollment, whichever is longer	
4.5.10	Letter of Intent - National	Associate Athletics Director for Compliance	X					Best Practice	6 Years after initial CSU enrollment or 2 years from last enrollment, whichever is longer	
4.5.11	NCAA Student Athlete Statement	Associate Athletics Director for Compliance	X					Best Practice	6 Years after initial CSU enrollment or 2 years from last enrollment, whichever is longer	
4.5.12	Promotional Activities & Community Service	Associate Athletics Director for Compliance	X					Best Practice	6 Years after initial CSU enrollment or 2 years from last enrollment, whichever is longer	
4.5.13	Student Host Instructions	Associate Athletics Director for Compliance	X					Best Practice	6 Years after initial CSU enrollment or 2 years from last enrollment, whichever is longer	
4.5.14	Student-Athlete Code of Conduct	Associate Athletics Director for Compliance	X					Best Practice	6 Years after initial CSU enrollment or 2 years from last enrollment, whichever is longer	
4.5.15	Student-Athlete Employment Approval	Associate Athletics Director for Compliance	X					Best Practice	6 Years after initial CSU enrollment or 2 years from last enrollment, whichever is longer	

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4.5.16	Student-Athlete Financial Aid Report	Associate Athletics Director for Compliance	X					Best Practice	6 Years after initial CSU enrollment or 2 years from last enrollment, whichever is longer		
4.5.17	Student-Athlete Insurance information/claims/correspondence	Associate Athletics Director for Compliance	X					Best Practice	6 Years after initial CSU enrollment or 2 years from last enrollment, whichever is longer		
4.6	Student Conduct Records										
Notes: Student Disciplinary Records Exceptions: 2. Agreement (e.g. settlement, waiver, contract) with student not to sue in place. Seal records, permanently retain. 3. Records to be retained according to a court order for a specified amount of time. 4. Records were frozen with registration hold. Records retention requirements will restart once registration hold is lifted. 5. Student agrees not to return to campus or grounds, freeze on records and registration. Permanently retain records. 6. Student is found to be a threat to life, has been found with, or used force with deadly weapons. Permanently retain records. 7. Student agrees not to enroll as part of an agreement or resolution. Permanently retain records. 8. Student accesses their conduct records, restarts the retention requirement period.											
4.6.1	Actions warranting Clery Reporting	Title IX Coordinator	X		X	X		20 USC § 1092(f)	7 years from date of incident		
4.6.2	Disciplinary Expulsion	Dean of Students	X		X	X		Executive Order 1098	Permanently noted on transcript. Permanently retain judicial case records. Beginning and end date for the period of time that the probation is in effect is entered on student's transcript. Retain judicial case records seven years from the date the sanction was imposed, extending the period of retention in cases where the student is involved in a subsequent offense.		
4.6.3	Disciplinary Probation	Dean of Students	X		X	X		Executive Order 1098	Permanently noted on transcript. Permanently retain judicial case records. Beginning and end date for the period of time that the suspension is in effect is entered on student's transcript. Retain judicial case records seven years from the date the sanction was imposed, extending the period of retention in cases where the student is involved in a subsequent offense.		
4.6.4	Disciplinary Suspension, longer than one Academic Year	Dean of Students	X		X	X		Executive Order 1098	Permanently noted on transcript. Permanently retain judicial case records. Beginning and end date for the period of time that the suspension is in effect is entered on student's transcript. Retain judicial case records seven years from the date the sanction was imposed, extending the period of retention in cases where the student is involved in a subsequent offense.		
4.6.5	Disciplinary Suspension, up to one Academic Year	Dean of Students	X		X	X		Executive Order 1098	Permanently noted on transcript. Permanently retain judicial case records. Beginning and end date for the period of time that the suspension is in effect is entered on student's transcript. Retain judicial case records seven years from the date the sanction was imposed, extending the period of retention in cases where the student is involved in a subsequent offense.		
4.6.6	Discipline resulting in less severe resolutions than "Disciplinary Probation" and/or do not require notation to student transcript	Dean of Students	X		X	X		CSU Business Practice	Retain for the remainder of the student's enrollment at the university or up to five years from the date the matter was resolved, whichever is shorter.		
4.7	Student Health Records										

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4.7.1	Medical records	Associate Vice President, Student Health, Counseling and Wellness	X					Medical Board of California	10 years after graduation or date of last visit		
4.7.2	Mental Health records	Associate Vice President, Student Health, Counseling and Wellness	X					Cal. Bus. & Prof. Code § 4980.49, 4989.51, 4993, 4999.75; increased from 7 to 10 years to coincide w/ integrated medical records	10 years after graduation or date of last visit		
4.7.3	Learning Disability Assessment performed by campus providers	Associate Vice President, Student Health, Counseling and Wellness	X					Cal. Bus. & Prof. Code § 4980.49, 4989.51, 4993, 4999.75	7 years after graduation or date of last attendance		
4.672	Personal data information forms	Associate Vice President, Student Health, Counseling and Wellness	X					AACRAO	1 year after graduation or date of last attendance		
4.8	Veteran Records										
Notes:	1. Veteran's Administration (VA) regulations require that all recruitment materials be retained for three years. 2. The VA regulations state that the following records must be retained for at least three years after the termination of enrollment. 3. Veterans Administration (VA) regulations require that all advertising, sales, and enrollment materials (e.g. catalogs) used by or on behalf of the institution during the 4. VA students' records must be kept for 3 years following the ending date of the last period certified to VA. Records need to be kept longer than 3 years only if a										
4.8.1	Veterans administration	University Registrar/Director of Veterans Services	X					AACRAO	3 years after graduation or date of last attendance certifications		