



Office of the Registrar
Ochre Court, Room 203
100 Ochre Point Avenue
Newport, RI 02840-4192
Tel: 401-341-2943 * Fax: 401-341-2996
sreregistrar@salve.edu

Office of the Registrar Record Retention Policy

Purpose: The Office of the Registrar is committed to the effective management and retention of student academic records as necessary to fulfill our mission, comply with legal requirements, and preserve our standards for academic integrity. The purpose of this policy is to assist the University in its efforts to:

- Comply with legal, contractual, and accreditation requirements for the retention, privacy, and security of student records;
- Retain records for administrative and/or operational needs by ensuring the authenticity, reliability, and usability of such records;
- Dispose of records no longer necessary to the operation of the University
- Retain records that are valuable to the preservation of the University's history

Scope: This policy applies to all faculty, staff, administrators, and other employees of Salve Regina University who manage academic records and information resources in all formats, including but not limited to paper records, electronic records, and data located within our student information management system.

Definition:

Record: Information reflecting academic and related activities and transactions. Records may exist in any format (paper, electronic, student information management system data, photographic, recordings, etc.).

Active Records: Records that are referred to regularly and/or are needed to support current or ongoing business activities within a department or office. Unless these records have been defined as permanent or archival, they should be disposed in accordance to the Records Retention Schedule.

Inactive Records: Records that have not been referenced for at least one year or for which the designated active period has passed. Unless these records have been defined as permanent or archival, they should be disposed in accordance to the Records Retention Schedule. If needed, inactive records may be placed in storage with the Archives until the end of their defined retention period.

Permanent / Archival Records: Records which are determined to contain historical, administrative, and/or research value to the University and which the University maintains indefinitely.

Non-Records: Records that possess a solely operational value and is not required to be maintained by Office of the Registrar. Such items may be disposed at any time when no longer needed. Examples include:

- Duplicate/convenience copies of academic records
- Data/information used for reference purposes only
- Notes or emails unrelated to a student’s academic information

Retention Schedule: An internal document describing categories of records, retention timeline, and instructions for the disposition of records.

Retention Period: Minimum length of time for which the Office of the Registrar is responsible for maintaining records. Retention periods are determined through consultation with state and federal law and industry best practices.

Record Type	Minimum Retention Period
Academic Actions	5 years from graduation or date of last attendance
Advanced Placement Records	5 years from graduation date or date of last attendance
Applications for Admission (Matriculating Students) and Related Records (High School Transcripts, SAT, Letters of Recommendation, TOEFL, etc.)	5 years from graduation or date of last attendance
Applications for Admission/Readmission (Non-matric Students) and Related Records (High School Transcripts, etc.)	5 years from graduation date or date of last attendance
Change of Grade Requests	Permanent
Class Lists	Permanent
Commencement Programs	Permanent
Course Catalogs	Permanent
FERPA Requests	To be kept for the life of the student record file
Grade Sheets	Permanent
Graduation Lists	Permanent
Student Class Schedules	1 year from graduation date or date of last attendance
Transcript Requests	1 year from submission date
Transcripts	Permanent
Transfer Credit Requests	5 years from graduation
Withdrawal/Leave of Absence	Permanent
VA Documents	5 years from graduation or date of last attendance

Confidential Information/Right of Privacy

In accordance with the provisions of the Family Education Rights and Privacy Act (FERPA), Salve Regina University has adopted certain procedures to protect the privacy rights of its students. FERPA affords students certain rights with respect to their education records. Education records are defined as records directly related to a student and maintained by the institution or by a party acting for the institution.

For more information on the Family Education Rights and Privacy Act, please visit:

<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>