

WGTC 5.20

Student Records Retention Schedule

West Georgia Technical College shall adhere to the requirements of the Technical College System of Georgia Student Records Retention Schedule.

Record Type	Record Copy	Retention
Admissions Records of Applicants Who Do Not Enroll	Admissions	3 years
Admissions Records of Applicants Who Do Enroll	Admissions	5 years after graduation or last date of attendance
Student Tracking Records	Registrar	Withdrawal and Grade Change Forms: Permanent
		All other: 5 years after graduation or last date of attendance
Academic Action Authorizations	Registrar	5 years after graduation or last date of attendance
Course Schedule Change Forms and Data	Registrar	3 years from the close of the applicable academic year
Original Grade Sheets/Class Lists	Registrar and Academic Affairs	Permanent
Class Schedules of Students	Registrar	3 years from the close of the academic year
Curriculum Change Authorizations	Registrar	5 years after graduation or last date of attendance
Fee Assessment Forms	Registrar	5 years after graduation or last date of attendance
Academic Standing Reports	Registrar	3 years from the end of the academic year

Record Type	Record Copy	Retention
Student Statistical Reports	Registrar and Budget & Planning	Permanent for summary and annual reports, catalogs, commencement program, schedule of classes, degree statistics, and enrollment statistics 3 years from the close of the applicable academic year for all other records.
Admissions Reports	Institutional Effectiveness Budget & Planning and Admissions Office	Transfer to college archives for permanent retention; Final reports: Permanent All other records: 5 years Classification: Permanent
Certification Records	Academic Affairs	5 years after initial certification application by student
Commencement Records	Registrar	Permanent for commencement programs 1 year for all other records
Diploma, Degree and Certificate Mailing Verification Records	Registrar	1 year
Enrollment Reports	Budgets & Planning, Registrar, Office of Institutional Effectiveness and Research and Planning	Permanent for final reports; 3 years from the close of the applicable academic year for all other records.
Examinations, Tests, Term Papers, and Homework Records	Academic Affairs	3 years from the close of the applicable academic year for grades relating to the applicable records. If a discrimination complaint has been filed by a student or a compliance review has been initiated relating to records subject to this section, all records must be maintained until 3 years after final resolution of the complaint or compliance review.

Record Type	Record Copy	Retention
Family Educational Rights and Privacy Act (FERPA) Documents	Registrar	Student requests for nondisclosure of directory information, written consent for disclosure, and waivers of rights to access: Permanent or until terminated by student All other records: Permanent
Georgia Open Records Act (GORA) and Freedom of Information Act (FOIA) Request Records	Custodian of Records	5 years
Grade Reports	Registrar	3 years after close of year of graduation or year of date of last attendance
Grievance Records	Appropriate academic division, Title IX Office or Record Custodian	5 years after graduation or last date of attendance
Independent Study Records	Registrar or Academic Affairs	5 years after graduation or last date of attendance
International Student Records	Admissions, Registrar or Academic Affairs	5 years after graduation or last date of attendance and at least 1 year after final notice to Immigration and Customs Enforcement
Internship Program Records	Career Placement Services, Registrar and Academic Affairs	5 years after graduation or last date of attendance
Change of Name Records	Registrar and Admissions Office	5 years after degree completed or date of last attendance
National Testing Records	Admissions	5 years after testing date
Placement Records	Career Services	3 years after close of applicable academic year
Placement Survey Records	Career Services	Permanent for reports; 3 years for all other records
Recruiter Records	Career Services	2 years from date of record creation
Residency Affidavits	Admissions, Registrar or Financial Aid	5 years after graduation or last date of attendance

Record Type	Record Copy	Retention
Services to Special Population Student Records	Services for Students with Disabilities or Special Population Services	5 years after graduation or last date of attendance
Special Academic Program Student Records	Administering Units	5 years for accepted and enrolled participants; 3 years from close of applicable year of denied admission and those applicants who never enroll
Student Activity Reports	Office of Institutional Effectiveness	Until superseded or obsolete but in no case less than 3 years from close of applicable academic year or year of last attendance.
Student Advising Reports	Academic Affairs	5 years after graduation or date of last enrollment
Student Conduct/Disciplinary Action Records	Office of Student Affairs or Academic Affairs	5 years after graduation or last date of attendance
Student Development Transcript Records	Judicial Advisor or Student Life Office	Permanent for transcripts 5 years after last activity for all other records
Student Non-Disclosure Request Records	Registrar	Life of underlying documents the student has asked not to be disclosed
Student Organization Administrative Records	Student Activities, Student Organization Advisors, Student Life Office	Permanent
Student Recruitment Records (Academically Disadvantaged and Other)	Office of Student Affairs or Academic Affairs	5 years
Supplemental Grade Report Records	Registrar	Permanent
Transcript Hold or Encumbering Authorization Forms	Registrar	3 years from the close of year of release of the hold authorization
Transcript Request Forms	Registrar	3 years from the close of the academic year during which the request was made
Degree Audits	Registrar	5 years after graduation or last date of attendance
Department Student Files	Academic Affairs	3 years after close of year of graduation or date of last enrollment

Record Type	Record Copy	Retention
Specific Program Records	Academic Affairs	3 years after close of year of graduation or date of last enrollment
Federal Title IV Program and Institutional Records	Financial Aid	7 years after expiration of agreements; 5 years after the end of the award year in which the FISAP is submitted for the Fiscal Operations Report, Application to Participate and supporting documentation; for records involved in any loan, claim, or expenditure questioned by a title IV, HEA program audit or expenditure; or the end of the retention period applicable to the record, whichever is longer
Pell Grant Reports	Financial Aid	5 years after audit
Student Financial Aid Records	Financial Aid	3 years after the close of the year in which the aid is awarded.
Work Study Program Administrative Records	Financial Aid	3 years after close of the end of the award year for which the aid was awarded

Reference: State Board Policy 6.3.1.
State Board Procedure 6.3.1p1.
State Board Procedure 6.3.2p.
<https://tcsd.atlassian.net/wiki/spaces/policymanual/overview>

Policy Source: West Georgia Technical College	Policy Manager: Vice President, Student Affairs	Effective: 3/2009
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