

**Office of The Registrar
Retention Schedule**

Type of Record	EKU Documents	Retention Period (meets minimum state standards)
Academic Action Authorizaton File (U0400)	Late Add; SSN Change; DOB; Registration Changes; SGASTDN Changes; Incomplete Grade Contracts; One Time Incomplete Extensions; Residency Classification Forms; Teacher Education Program Planning; Graduation deferral letter; Withdrawal Requests; International Pre-Approval Forms; Gen Ed Transfer Forms; Resdiency Classification Forms; Major/Minor/Concentration Changes; Military Orders	Destroy five (5) years after graduation or last date of attendance
Student Academic Performance File (U0401)	AP; CLEP: Placement Exams; Change of Address; Change of Grade Forms; Exception Forms; Academic Bankruptcy Forms; Academic Integrity; Probation/Dismissal Letters; Credit for Prior Learning (Portfolio); Study Abroad Credit; Request for Record to be kept Confidential (Confidentiality Flag)	Retain official copy permanently in Registrar's Office or transfer to the University Archives for permanent retention.
Acceptance Letters and Related Materials (U0402)	Non Participation Forms; Admissions Application; Admission Letters	Destroy materials for students who enroll five (5) years after graduation or last date of attendance. Destroy materials for students who do not enroll one (1) year after application term.
Entrance Examination Reports/Test Scors (U0404)	Compass; KYOTE; ACT; SAT	Destroy materials for students who enroll five (5) years after graduation or last date of attendance. Destroy materials for students who do not enroll one (1) year after application term.

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Applications for Admission or Readmission File (U0406)	Non-International Transfer Transcripts; International Transfer Transcripts; Military Transcripts	International and Military Transcripts retain permanently. Destroy all others for students who enroll five (5) years after graduation or last date of attendance. Destroy materials for students who do not enroll one (1) year after application term.
Application/ Authorization for Graduation File (U0408)	Graduation Check out Sheets, Final Degree Audit; Graduation Exit Interviews	Retain record copy permanently in registrar's office.
Class Rosters (U0410)		Retain one (1) year, then destroy.
Class Schedules (Faculty Copy) (U0411)		Destroy when obsolete.
Course Change File (Add/Drop) (U0414)	Schedule Book	Destroy one (1) year after date submitted
Course Syllabi (U0415)		Destroy five (5) years from date last offered by department unless accreditation board requires a longer retention period. Each course section offered each semester is considered a unique course offering; "date last offered" is the conclusion of that specific offering.
Credit/No Credit/Audit Approval File (U0417)	Audit	Destroy five (5) years after graduation or last date of attendance
Curriculum and Instruction File (Faculty) (U0418)		Destroy when obsolete
Degrees Awarded Files (Includes Associate, Undergraduate, Graduate) (U0421)		Transfer permanent documentation to Master Student File (U0401). Destroy remainder five (5) years after graduation or last date of attendance

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Disciplinary Action File (U0422)		Retain files documenting academic-integrity-code-violation (with sanctions) or other dismissal/expulsion permanently. Retain other files until five (5) years after graduation or last date of attendance or until five (5) years after all sanctions have been met, whichever is longer, then destroy.
Enrollment Verifications File (U0424)	Enrollment Verification; Letter of Good Standing; Letter of Non-Attendance	Destroy one (1) year after verification
International Student (U0430)		Destroy five (5) years after graduation or last date of attendance
Grade Information File - (Individual colleges, study areas) - (NOTE: Permanent information may be found in Master Student File [U0401]) (U0431)		Return to student. If materials are not picked-up, destroy one (1) year after date distributed.
Final Grade Submission Reports (U0432)		Retain record copy permanently in creating unit.
Graduation Lists (U0435)		Transfer one copy of each list to the University Archives for permanent retention. Destroy excess copies when no longer needed administratively
Pass/Fail Request File (U0439)	Pass/Fail	Destroy five (5) years after graduation or last date of attendance
Student Requests Related to Disclosure/NonDisclosure of Information (U0445)	Web-4-Parent; FERPA compliant letter of Recommendation Request	FERPA compliant letter of Recommendation Request - Retain for 1 year in creating unit then destroy. Others, destroy five (5) years after graduation or last date of attendance

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Student File - College or Department Copy (U0449)		Transfer permanent information to Student Academic Performance File (U0401). Destroy remainder five (5) years after graduation or last date of attendance. Copies of this material that are not the official copy may be destroy when no longer useful.
Transcript Request/Hold File (U0459)	Transcript Request Forms	Retain until one (1) year from date submitted, then destroy. If a hold or encumbrance has been authorized for the transcript, retain the authorization for the hold until one (1) year after the hold is released, then destroy.
Student Credential File (U0476)	Co-op paperwork (learning plans, final work report)	Destroy three (3) years after last date of activity.
Appeals File - Students (U0478)	Late Withdrawl Requests;	Retain three (3) years from date of appeal, then destroy.
Extra-Academic Program File (U0483)	DOCJT Credit	Retain for five (5) years, then destroy.
Athletic Eligibility Records (U0918)		10 Years after eligibility has ended (at request of Registrar)
Litigation File (U2000)		Destroy 10 Years after all litigation has ceased