

West Virginia University
Office of the University Registrar (OUR)

Standards for Records Retention and Disposal

Effective: Spring 2015

Next Review: Spring 2020

Document Type	Retention Schedule	Holding Location
Academic Actions (includes leave(s) of absence forms, suspension documents, etc.)	Permanent	BDMS
Academic Common Market approval documents	Permanent	SIS/BDMS
Address Updates	Processed and destroyed	N/A
Administrative Adds/Drops	1 year after term ended	OUR
Advising anecdotal notes	5 years from graduation or last date of attendance	College or departmental offices
All FERPA forms (includes confidentiality waivers, limits to the release of directory information and releases of confidentiality)	Permanent	OUR (or academic unit for "One time use forms")
Application for admission to College/Department program (does not include official University application for admission)	5 years from graduation or last date of attendance	College or departmental offices
Application for graduation	Permanent	SIS
College or Department Dismissal Documents	5 years from graduation or date of last attendance	College or departmental offices
D/F Repeat Petition	Permanent	SIS/BDMS

Major requirement check sheets	5 years from graduation or last date of attendance	College or departmental offices
Disability Services documents (letters of accommodation)	1 year after the term for which the accommodation was approved	College or departmental offices
Grade appeal files	5 years after appeal or graduation of the student(s) involved	College or departmental offices
Grade Modifications	Permanent	SIS/BDMS
Graded, but not returned student examinations, papers, etc.	1 year after final grades for the course are submitted	College or departmental offices
Graduate Transfer Credit	Permanent	BDMS
Graduation lists	Permanent	OUR
Incomplete Contracts	1 year from enrollment in the course or completion of the course.	College or departmental offices
Instructor Grade Sheets (documents used prior to advent of online grading)	Permanent	OUR
Major, Minor and/or Advisor Changes	Permanent	SIS/BDMS
Name Changes	Permanent	SIS/BDMS
Official transcript	Permanent	SIS
Overload Petition	Permanent	BDMS
Placement test scores (applies only to hard copy score reports)	5 years from graduation or last date of attendance	OUR
Prior Learning Assessments	Permanent	BDMS
Schedule of Classes	Permanent	SIS
Student Correspondence (refers to documents sent electronically and/or via US Mail that contain substantive information relevant to enrollment and	5 years from graduation or last date of attendance	College or departmental offices

matriculation)		
Student Data Requests	2 years from request	OUR
Student Withdrawal Forms	Permanent	BDMS
Transcript Requests	1 semester	OUR

At the conclusion of the retention term, academic units should destroy documents such that personally identifiable information cannot be retrieved. The “shredding” of said documents is the preferred method.

6/22/2015