

**Lasell College  
Office of the Registrar  
Retention Schedule**

Publications, Statistical Documents and Institutional Reports

**Retain Permanently:**

Catalogs	Commencement programs
Degree Statistics	Enrollment statistics
Grade Statistics	Racial-ethnic statistics
Schedule of classes (Course Offerings)	

Admissions Documents for Non-Matriculants

**Retain one year after application term:**

Acceptance letters	Advanced placement reports
Admissions applications	Correspondence
Entrance examination reports (SAT)	Letters of recommendation
Medical records	Placement scores
Readmission forms	Recruitment materials
Test scores	Transcripts

Admissions Documents for Matriculants

**Retain five years after graduation or last attendance:**

Acceptance letters	Advanced placement reports
Admissions applications	Correspondence
Entrance examination reports (SAT)	Medical records
Readmission forms	Placement scores
Residency classification forms	Test scores
Transcripts	

Letters of recommendaiton unaccompanied by waivers to rights of access should be destroyed upon admission. When waivers are filed with letters of recommendaiton, the letters should be retained as long as file is retained.

Family Education Rights and Privacy Act Documents

**Retain one year after date submitted:**

Student requests for nondisclosure of directory information

**Retain until terminated by the student or life of the affected record:**

Student's written consent for record disclosure  
Waivers for rights of access

## Retention Schedule

### **Retain for the life of the affected record:**

Requests for formal hearings  
Request and disclosures for personally identifiable information  
Student statements on content of records  
Written decisions of hearing panels

### Records and Registration Documents

#### **Hold until released:**

Hold or encumbrance authorization

#### **Retain for one year after graduation or date of last attendance:**

Withdrawal authorizations

#### **Retain for one year after date submitted or distributed: (3 Years)**

Audit authorizations	Changes of course (drop/adds)
Credit/no credit approvals	Grade reports
Pass/Fail requests	Registration forms
Attendance Roster Verification	

#### **Retain for five years after graduation or date of last attendance:**

Academic action authorizations	Advanced placement records
Admission and readmission applications	Correspondence
Credit examination forms	Curriculum change approvals
Degree audit records	Fee assessment forms
Financial aid documents	Foreign student I-20s
Graduation authorization	Name change authorizations
Transfer credit evaluation	Tuition and fee changes

#### **Retain permanently:**

Academic records (Transcript)	Changes of grade
Grade sheets	Graduation list

### Certification Documents

#### **Retain one year after certification:**

Enrollment verifications	Social security certs
Teacher certifications	

#### **Retain three years after certification:**

Veterans administratin certs