



[Home](#) >> [What We Do](#) >> [Records Management Services](#) >> [General Schedules - State Government](#) >> GS-111

GS-111

COMMONWEALTH OF VIRGINIA
THE LIBRARY OF VIRGINIA
RECORDS MANAGEMENT AND IMAGING SERVICES DIVISION

RECORDS RETENTION AND DISPOSITION SCHEDULE GENERAL SCHEDULE NO. 111

SCHEDULE TITLE: COLLEGE AND UNIVERSITY RECORDS
SCHEDULED AGENCIES: ALL STATE SUPPORTED COLLEGES AND UNIVERSITIES

The schedule on the attached page(s) is approved with agreement to follow the records retention and disposition conditions listed below:

APPROVED: C. Preston Huff, CRM, STATE RECORDS ADMINISTRATOR
EFFECTIVE SCHEDULE DATE: May 21, 2001

CONDITIONS FOR RECORDS RETENTION AND DISPOSITION

1. This schedule is continuing authority under the provisions of the [Virginia Public Records Act](#), Sections 42.1-76, et. seq. of the [Code of Virginia](#) for the retention and disposition of the records as stated on the attached page(s).
2. This schedule supersedes previously approved applicable schedules.
3. This schedule is used in conjunction with the [Certificate of Records Destruction](#) (Form RM-3). A signed RM-3 must be approved by the designated records officer and on file in the agency or locality before records can be destroyed. After the records are destroyed, the original signed RM-3 must be sent to Library of Virginia (LVA).
4. Any records created before the Constitution of 1902 came into effect (January 1, 1904) must be offered, in writing, to the LVA before applying these disposition instructions. Offered records can be destroyed 60 days after date of the offer if no response is received from the LVA. A copy of the offer must be attached to the RM-3 form when it is submitted to the LVA.
5. All known audits and audit discrepancies regarding the listed records must be settled before the records can be destroyed.
6. All known investigations or court cases involving the listed records must be resolved before the records can be destroyed. Knowledge of subpoenas, investigations or litigation that reasonably may involve the listed records suspends any disposal or reformatting processes until all issues are resolved.
7. The retentions and dispositions listed on the attached page(s) apply regardless of physical format, i.e., paper, microfilm, electronic storage, optical imaging, etc. Unless prohibited by law, records may be reformatted at agency or locality discretion. Microfilming must be done in

accordance with Sections [17VAC15-20-10, et. seq.](#) of the [Virginia Administrative Code](#), "Standards for the Microfilming of Public Records for Archival Retention."

8. Custodians of records must ensure that information in confidential or privacy protected records is protected from unauthorized disclosure through the ultimate destruction of the information. Normally, destruction of confidential or privacy-protected records will be done by shredding or pulping. "Deletion" of confidential or privacy-protected information in computer files or other electronic storage media is not acceptable. Electronic records must be "wiped" clean or the storage media physically destroyed.

This schedule is organized in the following format:

Records Series Title - Records Series Number

Records Description

Retention and Disposition Statement

This schedule supersedes previous versions of GS-111, GS-112 and 261-GS and applies to all colleges and universities including community colleges. Not all of the records listed on this schedule will be kept in each college or university, but if the records are kept the retention periods will apply. The organization of this schedule may not reflect the organization of the college or university. When series listed on this schedule are combined at the college or university, the longest applicable retention period applies.

This schedule is divided into the following sections:

[A. Academic Counseling Records](#)

[B. Academic College/Department/School Records](#)

[C. Admission Records](#)

[D. Athletics Records](#)

[E. Career Planning and Placement](#)

[F. Development/Advancement/Foundation/Fundraising Records](#)

[G. Financial Aid/Scholarship Records](#)

[H. Housing Records](#)

[I. Offices of Presidents, Vice Presidents, Provosts, Deans and Department Heads, and Boards of Visitors](#)

[J. Registration Records](#)

[K. Research Records](#)

[L. Student Affairs/Services Records](#)

[M. Student Health Services](#)

A. Academic Counseling Records

Academic Counseling: Group Files/Test Results - Series No. 101063

This series documents the conduct of and participation in group counseling and/or testing.

Retain 3 years after last action, then destroy in compliance with [No. 8](#) on schedule cover page.

Academic Counseling: Peer Group Leader Program - Series No. 101064

This series documents the assignment and monitoring of peer group leaders who assist fellow students in adapting to college life.

Retain 3 years after end of the academic year, then destroy in compliance with [No. 8](#) on schedule cover page.

Academic Counseling: Pre-Professional Student Files - Series No. 101065

This series documents the evaluation and consultation of students for advancement into graduate professions (pre-med, pre-vet, pre-dent, pre-law).

Retain 3 years after graduation, then destroy in compliance with [No. 8](#) on schedule cover page.

Academic Counseling: Student History Files - Series No. 101066

This series documents the history of counseling provided to specific students.

Retain 3 years after, graduation, withdrawal or last class taken, then destroy in compliance with [No. 8](#) on schedule cover page.

Academic Counseling: Tutor Applications - Series No. 101067

This series documents the application for, approval of and assignment of students as academic tutors.

Retain 1 year after the end of the academic year, then destroy in compliance with [No. 8](#) on schedule cover page.

B. Academic College/Department/School Records

Academic Departments: Advanced Placement Requests - Series No. 101068

This series documents the request for advanced academic placement and approval or denial of placement.

Retain 1 year after graduation or last attendance, then destroy in compliance with [No. 8](#) on schedule cover page.

Academic Departments: Class Rolls and Grade Sheets - Series No. 101069

This series documents that students registered for specific courses, attendance and grades given.

Retain 5 years after end of semester, then destroy in compliance with [No. 8](#) on schedule cover page.

Academic Departments: Commencement Programs - Series No. 101070

This series documents the program and schedule of graduation events.

Retain one copy permanently in college/university/ library or archives.

Academic Departments: Course Evaluations - Series No. 101071

This series documents student/faculty evaluations of courses, instructors or materials.

Retain 1 year or in accordance with college/university policy, whichever is greater; then destroy.

Academic Departments: Course Syllabi - Series No. 101072

Outlines the contents of courses offered by the department.

Retain until superseded or obsolete, or in accordance with college/university policy, whichever is greater; then destroy.

Academic Departments: Course/Curricula Approval - Series No. 101073

This series documents the request for, contents of and approval of new or revised courses, programs or degrees.

Retain 10 years after superseded, revised or obsolete, or in accordance with college/university policy, whichever is greater; then destroy.

Academic Departments: Faculty Activity Reports - Series No. 101074

This series documents the completion of college/university/department reports by instructors or other academic staff.

Retain 3 years after end of semester, then destroy in compliance with [No. 8](#) on schedule cover page.

Academic Departments: Faculty Course Assignments/Schedules - Series No. 101075

This series documents the assignment of classes/courses to faculty.

Retain 3 years after end of semester or term, then destroy.

Academic Departments: Faculty Guidance/Counseling Records - Series No. 101076

Documents faculty counseling of students.

Retain 1 year after graduation or last attendance, whichever is greater; then destroy in compliance with [No. 8](#) on schedule cover page.

Academic Departments: Faculty Work Papers - Research Related

This series documents faculty participation in independent or sponsored research.

Refer to section on "[Research Records.](#)"

Academic Departments: Faculty Work Papers - Others - Series No. 101077

This series documents faculty participation in independent or sponsored projects other than research.

Offer records to college/university archives/library/special collections; otherwise retain until no longer administratively useful, then destroy.

Academic Departments: Grade Appeal Records - Series No. 101078

This series documents the receipt and response to grade appeals.

Retain 1 year after end of semester of last action on appeal, whichever is greater; then destroy in compliance with [No. 8](#) on schedule cover page.

Academic Departments: Honors, Awards, Scholarship, Fellowships for Faculty and Students - Nomination Records - Series No. 101079

This series documents the nomination of faculty or students for honors, awards, scholarships or fellowships.

Retain 2 years after receipt, then destroy in compliance with [No. 8](#) on schedule cover page.

Academic Departments: Honors, Awards, Scholarship, Fellowships for Faculty and Students - Selection and Presentation Records

This series documents the nomination of faculty or students for honors, awards, scholarships or fellowships.

Transfer to related student or faculty records.

Academic Departments: Student Employee Personnel Records - Series No. 101080

This series documents the hiring, evaluation and work history of student part-time or temporary employees.

Retain 5 years after last employment, then destroy in compliance with [No. 8](#) on schedule cover page.

Academic Departments: Student Evaluations of Professors

This series documents student evaluations of professors or other instructors.

Refer to records series [101071](#) , "Academic Records: Course Evaluations."

Academic Departments: Student Examination Files - Series No. 101081

This series documents the testing and grading of students during courses.

Retain 1 year after the end of semester or in accordance with college/university policy, whichever is greater; then destroy in compliance with [No. 8](#) on schedule cover page.

Academic Departments: Student Records - Department/School Files -Undergraduate Students - Series No. 101082

This series documents the monitoring of student status, history and grades within the academic department or school.

Retain 3 years after graduation, withdrawal or last class, then destroy in compliance with [No. 8](#)

on schedule cover page.

Academic Departments: Student Records - Department/School Files - Graduate Students - Series No. 101083

This series documents the monitoring of student status, history and grades within the academic department or school.

Retain 10 years after graduation, withdrawal or last class, then destroy in compliance with [No. 8](#) on schedule cover page.

Academic Departments: Student Teaching/Graduate Assistant/Field Experiences Records

This series documents the request, selection, assignment and monitoring of students participating in student teaching, graduate assistance, work study and other outside credit or field experiences.

Transfer to student's permanent record.

Academic Departments: Student Theses and Dissertations - Series No. 101085

This series documents the receipt and acceptance of student theses and dissertations.

Retain 50 years or in accordance with college/university policy, whichever is greater; then offer to archives, special collections or library. Archives, special collections or library may selectively retain all or part of the records for their collections. Destroy balance of records.

C. Admissions Records

Admissions: Applications - Students Not Matriculating - Series No. 101086

This series documents the receipt of applications and supporting documentation or correspondence for students who eventually did not attend.

Retain 1 year after the end of the academic year, then destroy in compliance with [No. 8](#) on schedule cover page.

Admissions: Applications - Matriculating Students - Evaluations and Recommendations - Series No. 101087

This series documents the receipt of recommendations for admissions and supporting character or academic evaluations.

Retain until end of registration period or in accordance with college/university policy, whichever is greater; then destroy in compliance with [No. 8](#) on schedule cover page.

Admissions: Applications - Matriculating Students - Final Packet

Document the receipt of applications for admission and supporting documents or correspondence and their approval and student admission.

Transfer to Registrar's Office for inclusion in series [101154](#) "Permanent Student Records."

Admissions: College Catalog and Other Student Recruitment Publications - Series No. 101089

This series documents the history of courses and classes available to students.

Retain 1 copy permanently in college/university archives or library. At time of publication send 20 copies of each title to Government Documents Program, Library of Virginia, per *Code of Virginia*, Section [2.2-609\(B\)](#).

Admissions: Interview Schedules - Series No. 101090

This series documents the scheduling and completion of student and/or parent admissions interviews.

Retain 1 year after start of semester or term, then destroy.

Admissions: IPEDS Reports - Series No. 101091

This series documents the submission of required Integrated Postsecondary Education Data System (IPEDS) reports to the State Council of Higher Education for Virginia (SCHEV) and or VCCS.

Retain 1 copy permanently in college/university archives or library. At time of publication send 20 copies of each title to Government Documents Program, Library of Virginia, per *Code of Virginia*, Section [2.2-609\(B\)](#).

Admission: Nonimmigrant Student Approvals

This series documents the request for an approval of a student visa for nonimmigrant alien college attendance. Refer to 8CFR241.3.

Attach to series [101086](#) or [101087](#) "Admission: Applications", as appropriate.

Admissions: Schedule of Classes - Series No. 101093

This series documents the classes offered in each semester.

Retain 1 copy permanently in college/university archives or library. At time of publication send 20 copies of each title to Government Documents Program, Library of Virginia, per *Code of Virginia*, Section [2.2-609\(B\)](#).

D. Athletics Records

Athletics: Eligibility Records - Series No. 101094

This series documents students continuing eligibility to participate in athletic programs.

Retain 5 years after student completed/dropped from program, then destroy in compliance with [No. 8](#) on schedule cover page.

Athletics: Fundraising Records

This series documents and accounts for activities and funds raised in support of academic programs.

Refer to section on [Development/Advancement/Foundation and Fundraising Records](#).

Athletics: NCAA/AAU/Conference Required Records - Series No. 101095

This series documents the maintenance of records, including drug testing, not otherwise listed on this schedule or related general schedules, required to maintain membership in NCAA/AAU or other athletic organizations.

Retain 6 years after date of record or in accordance with applicable organization's rules, whichever is greater, then destroy.

Athletics: Recruiting Records - Series No. 101096

This series documents the recruiting of student athletes to attend the college/university and/or participate in athletic programs.

Retain 5 years after date of record or in accordance with applicable organization's rules, whichever is greater, then destroy.

Athletics: Scheduling Records - Series No. 101097

This series documents the negotiating, contracting and scheduling of extramural athletic events.

Retain 5 years after expiration of agreements or contracts, or in accordance with applicable organization's rules, whichever is greater, then destroy.

Athletics: Scholarship Records - Series No. 101098

This series documents the selection, awarding and monitoring of scholarships to students recruited to participate in athletic activities while in the college or university.

Retain 5 years after end of scholarship or in accordance with applicable organization's rules,

whichever is greater, then destroy.

Athletics: Sports History and Memorabilia Records - Series No. 101099

This series documents the acquisition and control of sports history or memorabilia.

Retain 3 years after transfer or disposal of related item, then destroy.

Athletics: Ticket/Concession/Other Sales Records, Income Records and Monetary Receipts

Accounts for the receipt, transfer, custody and expenditure of funds by the Athletic Department or activities.

Refer to *General Records Retention and Disposition Schedule No. [GS-102](#)*, Fiscal Records for retention guidelines.

Athletics: Trainer's Administrative Records - Series No. 101100

This series document the non-treatment activities of athletic trainers.

Retain 5 years after last action or activity, then destroy in compliance with [No. 8](#) on schedule cover page.

Athletics: Trainer's Treatment Records - Series No. 101101

This series documents the in-department treatment of student athletes and candidates.

Retain 10 years after last treatment or visit, or in accordance with college/university policy, whichever is greater; then destroy in compliance with [No. 8](#) on schedule cover page. Refer to *Code of Virginia*, Section [42.1-79.1](#).

E. Career Planning and Placement

Career Planning: Job Placement Cards - Series No. 101102

This series documents the completed placement of individual students or graduates.

Retain 1 year after placement, completion of any required reports, or until no longer administratively useful, whichever is greater; then destroy in compliance with [No. 8](#) on schedule cover page.

Career Placement: On Campus Visits - Series No. 101103

This series documents employer recruiting/interviewing visits to campus.

Retain until end of recruitment year, then destroy.

Career Placement: Placement Files - Series No. 101104

This series documents the students application for placement assistance. May include job applications, resumes or history cards.

Retain 1 year after placement, completion of any required reports, or until no longer administratively useful, whichever is greater; then destroy in compliance with [No. 8](#) on schedule cover page.

Career Placement: Placement Guides or Manuals - Series No. 101105

This series documents the development of guides or manuals or the collection of job search materials to support student job searches.

Retain as long as administratively useful, then destroy.

F. Development/Advancement/Foundation/Fundraising Records

Development: Donations - Funds - Series No. 101106

This series documents the donation and expenditure of funds and the conditions, specifications and prescribed uses attached to the donations.

Retain 5 years after final transfer or expenditure of funds, successful completion of any required audit or in accordance with college or university policy, whichever is greater; then destroy.

Development: Donations - Items or Artifacts - Series No. 101107

This series documents the donation of an item or artifact and the conditions, specifications and prescribed uses attached to the item and its use, disposal or sale.

Retain 5 years after disposal or transfer of related item, or in accordance with donation agreement or college/university policy, whichever is greater; then destroy.

Development: Fundraising - Annual Accounting - Series No. 101108

This series documents expenses incurred and money raised during fundraising campaigns.

Retain 10 years after end of campaign period, then destroy.

Development: Fundraising - Literature and Promotion Material - Series No. 101109

This series documents the fundraising literature and promotional material.

Retain 1 copy permanently in college/university archives or library.

Development: Fundraising - Planning and Reporting - Series No. 101110

This series documents the development and creation of fundraising campaigns and reporting of campaign status.

Retain 20 years after end of campaign year, then destroy.

Development: Loans - Series No. 101111

This series documents the negotiating for and acceptance of loans of property or equipment or funds for development, advancement or foundation purposes and the repayment/return history.

Retain until repayment of loan and/or return of loaned items, then destroy.

Development: Prospect Files - Series No. 101112

This series documents the personal data and history of contacts with fundraising prospects.

Retain 5 years after last contact or in accordance with college/university policy, whichever is greater; then destroy in compliance with [No. 8](#) on schedule cover page.

Development: Trust/Endowment Records - Accounting - Series No. 101113

This series documents the annual accounting for trust or endowment funds.

Retain 5 years after the end of the accounting year or in accordance with trust/endowment stipulations or college/university policy, whichever is greater; then destroy.

Development: Trust/Endowment Records - Agreement and Trustee Records - Series No. 101114

This series documents agreement and stipulations of trusts or endowments and history of trustees, investments, and end of year reports.

Retain 5 years after end of trust or endowment or in accordance with college/university policy, whichever is greater; then destroy.

G. Financial Aid/Scholarship Records

Financial Aid: Grant/Scholarship Rosters - Series No. 101115

This series documents the listing of students receiving financial aid or scholarships, including type of aid, amounts and period of aid.

Retain 3 years after the end of the school year, then destroy in compliance with [No. 8](#) on

schedule cover page.

Financial Aid: Non-Receiving Students - Series No. 101116

This series documents requests for financial aid or scholarships from students who where not approved for aid/scholarships, did not fully complete applications or dropped out without using aid/scholarships granted.

Retain 3 years after last action, then destroy in compliance with [No. 8](#) on schedule cover page.

Financial Aid: Student Aid Reports - Series No. 101117

This series documents filing of required state and federal aid reports.

Retain 3 years after filing, then destroy. Refer to 34CFR668.24.

Financial Aid: Student Folders - Direct Loans, FFEL and Other Federal Loans (Except Perkins) - Series No. 101118

This series documents the request for, granting, acceptance, award and disbursement of federal Direct Loans, Federal Family Education Loans (FFEL) and other federal loans.

Retain 3 years after award year in which student last attended, then destroy in compliance with [No. 8](#) on schedule cover page. Refer to 34CFR668.24.

Financial Aid: Student Folders - FWS, FSEOG, Pell and Other Federal Grants - Series No. 101119

This series documents the request for, granting, acceptance, award of Federal Work Study (FWS) grants, Federal Supplemental Education Opportunity Grants (FSEOG) and Pell grants.

Retain 3 years after award year in which student last attended, then destroy in compliance with [No. 8](#) on schedule cover page. Refer to 34CFR668.24.

Financial Aid: Student Folders - Perkins Loans - Series No. 101120

This series documents the request for, granting, acceptance, award, disbursement and repayment of Perkins Loans.

Retain 3 years after final payment, cancellation or reassignment of loan, then destroy in compliance with [No. 8](#) on schedule cover page. Refer to 34CFR674.19.

Financial Aid: Student Folders - State Aid - Grants - Series No. 101121

This series documents the request for, granting, acceptance, award and disbursement of state educational grants.

Retain 3 years after last award year, then destroy in compliance with [No. 8](#) on schedule cover page.

Financial Aid: Student Folders - State Aid - Loans - Series No. 101122

This series documents the request for, granting, acceptance, award, disbursement and repayment of state educational loans.

Retain 3 years after final payment, cancellation or reassignment of loan, then destroy in compliance with [No. 8](#) on schedule cover page.

H. Housing

Housing: Check-In/Out Forms - Series No. 101123

This series documents the processing in and out of residents, including inventory of equipment and furnishings and room conditions.

Retain 1 year after resident departure, then destroy.

Housing: Dorm Damage Records - Series No. 101124

This series documents the finding of damages to room, equipment or furnishings, and

calculation of charges and repayment.

Retain 3 years after settlement or write-off, then destroy.

Housing: Duty Logs and Summaries - Series No. 101125

This series documents the recording of incidents/activities by dorm supervisors or monitors.

Retain 2 years after last entry, then destroy in compliance with [No. 8](#) on schedule cover page.

Housing: Fire Alarm Reports - Series No. 101126

This series documents the receipt, reporting and reaction to fire alarms. Includes any after action reports, recommendations or corrections.

Retain 2 years after last action, then destroy.

Housing: Housing Contracts or Leases - Series No. 101127

This series documents agreements between the housing office and residents governing fees, residence rules and restrictions.

Retain 3 years after expiration or termination, then destroy.

Housing: Room Assignments - Series No. 101128

This series documents the status of room and housing assignments, including occupants, room changes and availability.

Retain 2 years after the end of the related semester and/or school year, then destroy.

Housing: Room Inspections - Series No. 101129

This series documents the periodic inspection of rooms, dorms or halls; including comments, findings and corrections.

Retain 1 year, then destroy in compliance with [No. 8](#) on schedule cover page.

Housing: Security Monitor Schedules - Series No. 101130

This series documents the assignment of shift/hours to security monitors.

Retain 1 year, then destroy.

Housing: Student Rosters/Records - Series No. 101131

This series documents the creation of student locators and room assignment records.

Retain 1 year, then destroy in compliance with [No. 8](#) on schedule cover page.

I. Offices of Presidents, Vice Presidents, Provosts, Deans and Department Heads, and Boards of Visitors

Offices: Accreditation Files - Final Accreditation - Series No. 101132

This series includes all records (including self study reports) that document a college, university, schools or program's formal accreditation by a relevant educational accreditation body.

Retain permanently in college or university.

Offices: Accreditation Files - Supporting Documentation - Series No. 101133

This series documents a college, university, school or program's formal accreditation by a relevant educational accreditation body.

Retain 5 years after accreditation completed, then destroy.

Offices: Correspondence

This series documents the incoming and outgoing correspondence of college or university officials. Includes but is not limited to letters, memoranda, fax transmissions and related

attachments, in any physical form including paper or e-mail.

Refer to *General Records Retention and Disposition Schedule No. [GS-101](#), Administrative Records* for retention guidelines.

Offices: Minutes

This series documents the proceedings of boards, councils, commissions, committees or other bodies.

Refer to *General Records Retention and Disposition Schedule No. [GS-101](#), Administrative Records* for retention guidelines.

Offices: Routine Administrative Records

This series documents the routine administration of any office. Includes, but is not limited to: policy files, reports, subject files, public relations and FOIA files.

Refer to *General Records Retention and Disposition Schedule No. [GS-101](#), Administrative Records* for retention guidelines.

J. Registration Records

Registration: Academic Action Notifications - Series No. 101134

This series documents the notification of students about their academic probation, dismissal or other related actions or status changes.

Retain until next status change or 1 year after last date of attendance, whichever is least; then destroy in compliance with [No. 8](#) on schedule cover page.

Registration: Advanced Placement Records - Series No. 101135

This series documents the request for advanced academic placement and approval or denial of placement.

Retain 1 year after graduation, withdrawal or last attendance, then destroy in compliance with [No. 8](#) on schedule cover page.

Registration: Applications for Degrees or Graduation - Series No. 101136

This series documents the receipt and approval/disapproval of applications for degrees or graduation.

Retain 5 years after intended award or graduation date, then destroy in compliance with [No. 8](#) on schedule cover page.

Registration: Audit/No Credit Authorizations - Series No. 101137

This series documents request to audit classes and approval/disapproval.

Retain 1 year after last action, then destroy in compliance with [No. 8](#) on schedule cover page.

Registration: Changes of Class/Course Schedules - Series No. 101138

This series documents request for class and/or course changes after registration and actions taken. Also called adds/drops or class withdrawals.

Retain 1 year after final action, then destroy in compliance with [No. 8](#) on schedule cover page.

Registration: Change of Status Requests - Series No. 101139

This series documents the receipt of requests for changes to academic status and actions taken in response.

Retain 1 year after final action, then destroy in compliance with [No. 8](#) on schedule cover page.

Registration: Class Schedules - Student - Series No. 101140

This series documents the student's final registration and assignment of classes for the semester.

Retain 1 year after end of semester, then destroy in compliance with [No. 8](#) on schedule cover page.

Registration: Continuing Education Students

This series documents the enrollment of students in special interest programs and courses or professional certification programs.

Refer to series [101154](#), "Registration: Permanent Student Records" and [101162](#), "Registration: Temporary Student Records" and other related series.

Registration: Course Enrollment Records - Series No. 101141

This series documents the enrollment in specific courses, including course descriptions, course ID's, faculty assigned, dates/times and students enrolled.

Retain 1 year after end of course, then destroy.

Registration: Degree Audit - Series No. 101142

This series documents the request by students for an audit of their completed minimum degree requirements and statement of remaining requirements to be completed and a copy of the response.

Retain 1 year after graduation or last attendance, then destroy in compliance with [No. 8](#) on schedule cover page.

Registration: Disciplinary Actions

This series documents disciplinary actions taken against students.

Refer to [Student Affairs](#) section of this schedule.

Registration: Disclosure of Information - Requests for Information - Series No. 101143

This series documents receipt for requests for personal information on students, not requiring student or family approval, and actions taken in response.

Retain 3 years after last action, then destroy in compliance with [No. 8](#) on schedule cover page.

Registration: Disclosure of Information - Student Directory Exemptions - Series No. 101144

This series documents requests for non-listing in student directories and actions taken.

Retain 3 years after graduation or last attendance, then destroy in compliance with [No. 8](#) on schedule cover page.

Registration: Disclosure of Information - Written Consents - Series No. 101202

This series documents the receipt of written approvals by student or parent to disclose personal information and actions taken.

Retain 3 years after last action, then destroy in compliance with [No. 8](#) on schedule cover page.

Registration: Educational Placement Files - Series No. 101145

This series documents the creation of student/alumni placement files. Files may include letters of recommendations, credentials and other related material.

Retain 5 years after last action, then destroy in compliance with [No. 8](#) on schedule cover page.

Registration: Enrollment Verifications - External - Series No. 101146

This series documents receipt of requests for verification of enrollment from outside sources and the actions taken in response.

Retain 3 years after last action, then destroy in compliance with [No. 8](#) on schedule cover page.

Registration: Enrollment Verifications - Internal - Series No. 101147

This series documents the sending of enrollment verifications to students/parents or other college or university offices.

Retain 1 year after verification, then destroy in compliance with [No. 8](#) on schedule cover page.

Registration: Grade Change Requests/ Reports - Series No. 101148

This series documents the modification of grades previously entered in a student's records.

Retain 5 years after graduation or last attendance, then destroy in compliance with [No. 8](#) on schedule cover page.

Registration: Grade Reports - Series No. 101149

This series documents receipt of course grades from instructors.

Retain until grade transferred to student records, then destroy in compliance with [No. 8](#) on schedule cover page.

Registration: Graduation Requests/Authorizations - Series No. 101150

This series documents that students have met all graduation requirements.

Retain 1 year after graduation, then destroy in compliance with [No. 8](#) on schedule cover page.

Registration: Graduation Lists - Series No. 101151

This series documents the names, degrees and awards for students graduating.

Retain permanently in college or university.

Registration: Holds or Encumbrances - Series No. 101152

This series documents receipt of notice of unpaid accounts or other violations that would require that grades, transcripts, graduation or other services be withheld.

Retain until hold or encumbrance released, then destroy in compliance with [No. 8](#) on schedule cover page.

Registration: Pass/Fail Requests - Series No. 101153

This series documents the request for enrollment in a course on a pass/fail basis with no letter or numerical grades given and actions taken in response to the request.

Retain 1 year after the end of semester, then destroy in compliance with [No. 8](#) on schedule cover page.

Registration: Permanent Student Record - Series No. 101154

This series documents the history of a student's academic life at the college or university. Contents are prescribed by college or university policy and normally include, at a minimum, permanent record card (including admissions data, courses taken, grades, degrees and awards) and other data necessary to prepare transcripts or verify attendance. See records series [101162](#), "Temporary Student Records" for non-permanent files.

Retain permanently in college or university.

Registration: Placement Testing - Series No. 101155

This series documents the performance and results of placement tests.

Retain 3 years, then destroy in compliance with [No. 8](#) on schedule cover page.

Registration: Personal Data Forms - Series No. 101156

This series documents the creation of quick reference forms on each student. Normally contains personal information, academic status, financial eligibility and programs selected.

Retain until relevant information is transcribed into student records and also no longer administratively useful, then destroy in compliance with [No. 8](#) on schedule cover page.

Registration: Program Modifications - Series No. 101157

This series documents the student's requests for changes in programs, major or degrees sought and actions taken in response.

Retain 1 semester after graduation or last attendance, whichever is greater; then destroy in compliance with [No. 8](#) on schedule cover page.

Registration: Registration/Enrollment Forms - Series No. 101158

This series documents receipt of student registration/enrollment in courses and acceptance

or denial of courses.

Retain 1 year after end of semester, then destroy in compliance with [No. 8](#) on schedule cover page.

Registration: Residency Status Documents - Series No. 101159

This series documents receipt of verification of Virginia residency.

Retain 3 years after graduation or last attendance, whichever is greater; then destroy in compliance with [No. 8](#) on schedule cover page.

Registration: Statistics - Series No. 101160

This series documents the reporting of various registration and enrollment data. May include admissions, registration, grading, degree, student or alumni statistics.

Retain 5 years or in accordance with college or university policy, whichever is greater; then destroy.

Registration: Temporary Student Records - Non-Credit or Non Matriculating Students - Series No. 101161

This series documents the history of students admitted but never completing classes or students taking only audit or non-credit classes.

Retain 1 year after last activity, then destroy in compliance with [No. 8](#) on schedule cover page.

Registration: Temporary Student Records - Matriculated Students - Series No. 101162

This series documents student academic history at college or university. Includes those parts of the student academic record not selected for permanent retention in accordance with college or university policy, refer to series [101154](#) "Permanent Student Records."

Retain 3 years after graduation, withdrawal or last attendance, then destroy in compliance with [No. 8](#) on schedule cover page.

Registration: Transcript Requests - From Students/Parents - Series No. 101163

This series documents the receipt of and filling of a transcript request from students or parents.

Retain 1 year after last action, then destroy in compliance with [No. 8](#) on schedule cover page.

Registration: Transcript Requests - From Third Parties - Series No. 101164

This series documents the receipt of and response to requests for transcripts from other than students, parents or internal offices.

Retain 1 year after last action or in accordance with college or university policy, whichever is greater; then destroy in compliance with [No. 8](#) on schedule cover page.

Registration: Transfer Credits - Series No. 101165

This series documents the receipt of requests for transfer credit, evaluation of transfers and the awarding of credits, if any.

Retain 1 year after graduation, withdrawal or last attendance, then destroy in compliance with [No. 8](#) on schedule cover page.

Registration: Veterans Administration (VA) Records - Series No. 101166

This series documents the interaction between the college or university and the Veterans Administration in regards to tuition and other VA assistance for students.

Retain 3 years after graduation, withdrawal or last attendance, then destroy in compliance with [No. 8](#) on schedule cover page.

Registration: Withdrawal Authorizations - Series No. 101167

This series documents receipt of request to withdraw from the college or university and any related reimbursement requests and actions taken in response.

Retain 1 year after last action, then destroy in compliance with [No. 8](#) on schedule cover page.

K. Research Records

Research: Accounting Records - Series No. 101168

This series documents the fiscal accountability of funds during the contract or grant period.
Retain 5 years or in accordance with contract or grant stipulations, whichever is greater; then destroy.

Research: Contract or Grant Administration Records - Series No. 101198

This series documents the routine administration of the contract or grant.
Retain 5 years after end of research or in accordance with contract/grant stipulations and/or college or university policy, whichever is greater; then offer to archives, special collections or library. Archives, special collections or library may selectively retain all or part of the records for their collections. Destroy balance of records.

Research: Final Reports - Series No. 101169

This series documents the completion and final reporting of research contracts or grants.
Retain 5 years after end of research or in accordance with contract/grant stipulations and/or college or university policy, whichever is greater; then offer to archives, special collections or library. Archives, special collections or library may selectively retain all or part of the records for their collections. Destroy balance of records.

Research: Notes, Work Papers and Technical Data - Contract or Grant Funded - Series No. 101170

This series documents the actual research conducted by a college or university employee. Includes, but is not limited to, notes, notebooks, drawings, work papers, technical data, experimental results, statistics, findings and conclusions.
Retain 5 years after end of research or in accordance with contract/grant stipulations and/or college or university intellectual property or retention policy, whichever is greater; then offer to archives, special collections or library. Archives, special collections or library may selectively retain all or part of the records for their collections. Destroy balance of records. Refer to Code of Virginia Section [23-4.4](#).

Research: Notes, Work papers and Technical Data - College or University Sponsored - Series No. 101171

This series documents the actual research conducted by college or university employee. Includes, but is not limited to, notes, notebooks, drawings, Work papers, technical data, experimental results, statistics, findings and conclusions.
Retain 3 years after end of research or in accordance with college or university intellectual property or retention policy, whichever is greater; then offer to archives, special collections or library. Archives, special collections or library may selectively retain all or part of the records for their collections. Destroy balance of records. Refer to Code of Virginia Section [23-4.4](#).

L. Student Affairs/Services Records

Student Affairs: Bad Check Records - Series No. 101172

This series documents the reporting, receipt and collection of funds to cover bad checks.
Retain 3 years after collection or write-off, then destroy in compliance with [No. 8](#) on schedule cover page.

Student Affairs: Hearing Records - Series No. 101173

This series documents the conduct of hearings into student disciplinary matters by college

or university staff. Includes charges, findings and recommendations.

Retain 3 years after last action, then destroy in compliance with [No. 8](#) on schedule cover page.

Student Affairs: Judicial/Disciplinary Records - Series No. 101174

This series documents disciplinary actions taken against students for violations of college or university rules, regulations or student codes.

Retain 3 years or in accordance with college or university policy, whichever is greater; then destroy in compliance with [No. 8](#) on schedule cover page.

Student Affairs: Probation Records - Series No. 101175

This series documents the placement of students on academic or disciplinary probation by faculty.

Retain 1 year after end of probationary period, then destroy in compliance with [No. 8](#) on schedule cover page.

Student Affairs: Student Hearings - Series No. 101176

This series documents the conduct and results of student hearings.

Retain 3 years after the end of related academic year, then destroy in compliance with [No. 8](#) on schedule cover page.

Student Affairs: Student Honor Council - Acquittals - Series No. 101177

This series documents the actions, findings and recommendations of the Student Honor Council.

Immediately destroy in compliance with [No. 8](#) on schedule cover page.

Student Affairs: Student Honor Council - Convictions

This series documents the actions, findings and recommendations of the Student Honor Council.

Refer to records series [101174](#), "Student Affairs: Judicial Records."

Student Affairs: Student Honor Council - Other Records - Series No. 101178

This series documents the actions, findings and recommendations of the Student Honor Council.

Retain 3 years after last entry or action, then destroy in compliance with [No. 8](#) on schedule cover page.

Student Affairs: Student Organizations - Series No. 101179

This series documents the management and control of student organizations approved or authorized by the college or university. Includes organizational reports required by the college or university and any records donated by the student organization.

Retain 5 years after last activity; then offer to archives, special collections or library. Archives, special collections or library may selectively retain all or part of the records for their collections. Destroy balance of records.

Student Affairs: Student Publications - Series No. 101180

This series documents the distribution of student staffed or produced publications.

Retain one copy permanently in archives, special collections or library. Transfer 20 copies to Documents Section, Library of Virginia (*Code of Virginia*, Section [2.2-609\(B\)](#).)

M. Student Health Services

Student Health: Clinic Appointment Books or Logs - Series No. 101181

This series documents the scheduling of visits and/or appointments.

Retain 1 year after last entry, then destroy in compliance with [No. 8](#) on schedule cover page.

Student Health: Health Histories/Immunizations - No Treatment - Series No. 101182

This series documents the health history of students. Must not include any record of treatment given at the college or university.

Retain 1 year after graduation, withdrawal or last attendance, then destroy in compliance with [No. 8](#) on schedule cover page.

Student Health: Labs - Lab Reports, Original

This series documents the request for, performance of and results of laboratory tests.

Transfer to records series [101189](#), "Patient Medical Record."

Student Health: Labs - Lab Reports, Lab Copy - Series No. 101183

This series documents the request for, performance of and results of laboratory tests.

Retain 2 years after test date, then destroy in compliance with [No. 8](#) on schedule cover page.

Student Health: Labs - Laboratory Logs - Series No. 101184

This series documents the receipt of lab requests and samples.

Retain 2 years after last entry, then destroy in compliance with [No. 8](#) on schedule cover page.

Student Health: Labs - Statistics, Summaries, and Routine or Special Reports - Series No. 101185

This series documents the routine reporting of lab work and/or the collection of data for internal/external use.

Retain 2 years after preparation, then destroy.

Student Health: Logs, Sign-In Sheets and Schedules - Series No. 101186

This series documents the routine control of work in the department. Includes records not otherwise listed on this schedule or other relevant general schedules.

Retain 2 years after last entry, then destroy in compliance with [No. 8](#) on schedule cover page.

Student Health: Nursing Logs - Series No. 101187

This series documents the routine activities of nursing staff. May be used to update patient medical records.

Retain 3 years after last entry, then destroy in compliance with [No. 8](#) on schedule cover page.

Student Health: Nursing Tickler Cards or Files - Series No. 101188

This series documents the creation and use of reminders of scheduled appointment or events.

Retain until appointment or event occurs, then destroy in compliance with [No. 8](#) on schedule cover page. Disposal reporting on *Certificate of Records Disposal* (RM-3 form) not required.

Student Health: Patient Medical Records - Series No 101189

This series documents the routine performance or referral of treatment on patients.

Retain 10 years after last treatment or visit, or in accordance with college/university policy, whichever is greater; then destroy in compliance with [No. 8](#) on schedule cover page. Refer to *Code of Virginia*, Section [42.1-79.1](#).

Student Health: Pharmacies - Drug Accounting Cards - Series No. 101190

This series documents the stocks of drugs or other controlled substances on hand by item. Used as a status card and reorder card.

Retain 2 years after last entry or creation of new card, then destroy. Refer to 21CFR1304.04.

Student Health: Pharmacies - Drug Destruction Records - Series No. 101191

This series documents the routine destruction of expired, defective or surplus drugs or other controlled substances.

Retain 2 years after destruction date, then destroy. Refer to 21CFR1304.04.

Student Health: Pharmacies - Drug Inventory Records - Series No. 101192

This series documents the routine performance of inventories of drugs and other controlled substances for accountability and security purposes.

Retain 2 years after inventory date, then destroy. Refer to 21CFR1304.04.

Student Health: Pharmacies - Drug Requesting, Receiving and Dispensing Records - Series No. 101193

This series documents the bulk requesting, receiving and issue of drugs or other controlled substances.

Retain 2 years after action date, then destroy. Refer to 21CFR1304.04.

Student Health: Pharmacies - Other Records - Series No. 101194

This series documents the creation of routine records needed to administer the pharmacy. Includes record not otherwise listed on this schedule or other relevant general schedules.

Retain 2 years after creation, then destroy. Refer to 21CFR1304.04.

Student Health: Pharmacies - Prescriptions, Original - Series No. 101195

This series documents the receipt, filling and issue/denial of individual prescriptions for medications or other prescribed items or equipment.

Retain 2 years after issue/denial, then destroy in compliance with [No. 8](#) on schedule cover page. Refer to 21CFR1304.04.

Student Health: Pharmacies - Prescription, Duplicates

This series documents the receipt, filling and issue of individual prescriptions for medications or other prescribed items or equipment.

Attach to and return with filled prescription.

Student Health: Pharmacies - Statistics, Summaries, and Routine or Special Reports - Series No. 101196

This series documents the routine reporting of pharmacy work or the collection of data for internal/external use.

Retain 2 years after creation, then destroy.

Student Health: Psychological/Psychiatric or other Mental Health Counseling Records

This series documents patient interaction with mental health professionals.

Transfer to records series [101189](#), "Patient Medical Records."

Student Health: Radiology - Logs/Appointment Books - Series No. 101197

This series documents the control of workflow within radiology.

Retain 2 years after last action or entry, then destroy in compliance with [No. 8](#) on schedule cover page.

Student Health: Radiology - Reports, Original

This series documents the requesting, completion of and results of radiological tests including but not limited to: x-rays, ct scans, mri's and ultrasounds.

Transfer to records series [101189](#), "Patient Medical Record."

Student Health: Radiology - Reports, Radiology Copy - Series No. 101199

This series documents the requesting, completion of and results of radiological tests including but not limited to: x-rays, ct scans, mri's and ultrasounds.

Retain 5 years after completion of test, then destroy in compliance with [No. 8](#) on schedule cover page.

Student Health: Radiology - Statistics, Summaries, and Routine or Special Reports -

Series No. 101200

This series documents the routine reporting of radiological work or the collection of data for internal/external use.

Retain 2 years after creation, then destroy.

Student Health: Radiology - X-Ray's, Tracings, Printouts or Other Test Results - Series No. 101201

This series documents the performance of specific tests and the images or other data created during the tests.

Retain 5 years after completion or test, then destroy in compliance with [No. 8](#) on schedule cover page.

Questions or Comments?

Contact recman@lva.lib.va.us or telephone 804-692-3600.

[Home](#) | [Site Index](#) | [Search Catalogs](#) | [Directories](#) | [News](#) | [Calendar](#)
[Contact Us](#) | [The Virginia Shop](#) | [Support the Library](#)

Last Modified: 07/27/2005