

# Records Management & Retention Policy

## Appendix 1

### Student Records Retention Guidelines and Schedule<sup>1</sup>

The retention schedule is based on recommendations developed by the American Association of Collegiate Registrars and Admission Officers (AACRAO) and BC Freedom of Information and Protection of Privacy Act. All departments that create and maintain student records in their offices shall follow the instructions of this schedule.

While several different departments at NLC Campuses create and maintain Student Records during application, enrollment, coursework and graduation, the Registrar's Office is the official repository for Northern Lights College Student Academic Records. Other departments within the College shall not maintain Student Records for extended periods. These departments shall not retain the copies of Student Records beyond the period of their administrative (active) use. The decision to retain records implies a commitment to maintain the records in a safe and secure manner.

All Student Records maintained by the Registrar, must be retained during the student's presence at the College. After the student leaves the College, the Registrar will retain records of student misconduct and discipline permanently. Otherwise, the only permanent records that must be maintained are the Application to Admission form and the transcript.

NLC's Departments/Divisions may find that they have student records that are not listed in this retention schedule. In that event, please contact Registrar's Office.

If a Department has externally regulated guidelines for the Student Records Retention (for example, Industry Training Authority or Aviation Industry) that requires longer retention, these external guidelines override NLC's internal schedule.

#### STUDENT RECORDS RETENTION SCHEDULE

Series	Office Retention	Registrar's Office Retention	Disposition	Comments
<b>Admissions</b>				
Application to Admission Form, Accepted	Active <sup>2</sup> or until the Acceptance letter is issued	Permanent	N/A	Applications are transferred to the Registrar's Office as soon as they become Non-Active at a Department that created them
Application to Admission, Denied or Withdrawn	1 year after Application Term	N/A	Shred	
Transcripts (High	Active	7 years after last	Shred	

<sup>1</sup> This Schedule applies to paper files only

<sup>2</sup> A document is Active when it is referred to at least once a month

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School and College) <sup>3</sup> , medical records, test scores and other documents relevant to Admissions		attendance		
Acceptance Letters	Active	5 years after last attendance	Shred	
<b>Registration</b>				
Registration forms	Nil	7 years after last attendance	Shred	
Change of courses form	Nil	Permanent	N/A	
Drop/Withdrawal form	2 years after last attendance	Nil	Shred	
Registration statements with charges	Nil	7 years after the statement date	Shred	
<b>Other Records</b>				
Transcript requests	1 year after request	Nil	Shred	
Transcripts	Nil	Permanent	N/A	
Records on discipline, behavior, academic dishonesty	Nil	Permanent	N/A	
Student loans/Financial aid documents	3 years	Nil	Shred	
Records of files destroyed	Permanently	Permanently	N/A	
Final exams	1 year after the semester in which the exam was written <sup>4</sup>	Nil		

<sup>3</sup> Some documents from other countries may be originals and therefore difficult or impossible for the applicant to replace. The records custodian may want to return these documents to the applicant rather than destroy them.

<sup>4</sup> If an exam is used as evidence in a grade appeal or some other dispute resolution procedure, it must be kept for one year from the date on which a grade appeal is finally decided/resolved. If an instructor is no longer employed during that time period, these records should be forwarded to the campus student services office and held for the required time period.