

**Walla Walla University**  
**Student Academic Records Retention Schedule**  
**Approved 8.16.2006**  
**Revised 4.16.2012**

**Codes:**

act = while active, employed, or enrolled

cc to Archives = copy sent to Archives as soon as produced

perm = permanent

**Enrollment, Records, and Student Finance Offices**

Item Description	Retention in Office	Final Disposition	Location/Comments
<b>Acceptance Letters</b>	5 years after last date of attendance or graduation	Destroy	Records
<b>Correspondence</b>	5 years after last date of attendance or graduation	Destroy	Records
<b>Entrance exams and placement scores</b>	5 years after last date of attendance or graduation	Destroy	Records
<b>Letters of Recommendation</b>	Until admitted	Destroy	MES
<b>Acceptance letters</b> , those who do not enter	2 years after application	Destroy	MES
<b>Applications</b> , those not accepted or do not enter	2 years after application	Destroy	MES
<b>Correspondence</b> , those not accepted or do not enter	2 years after application	Destroy	MES
<b>Transcripts</b> , those not accepted or do not enter	2 years after application	Destroy	MES

**Individual Student Records**

Item Description	Retention in Office	Final Disposition	Location/Comments
<b>Advanced placement records</b>	5 years after last date of attendance or graduation	Destroy	Records
<b>Application for graduation</b>	5 years after last date of attendance or graduation	Destroy	Records

<b>Application for admission or readmission</b>	5 years after last date of attendance or graduation	Destroy	Records
<b>Change of registration</b>	2 years after submission	Destroy	Records
<b>Change of grade forms</b>	5 years after last date of attendance or graduation	Scan/ Destroy	Records
<b>Correspondence, relevant</b>	5 years after last date of attendance or graduation	Destroy	Records
<b>Credit by examination forms</b>	5 years after last date of attendance or graduation	Destroy	Records
<b>Degree audit records</b>	5 years after last date of attendance or graduation	Destroy	Records
<b>Enrollment verifications</b>	1 year after date requested	Destroy	Records
<b>Foreign student files</b>	5 years after last date of attendance or graduation	Destroy	Records
<b>Grade reports (Registrar's copy)</b>	2 years after last date of attendance or graduation	Destroy	Records
<b>Grade rosters</b>	Perm		Records
<b>Graduation lists</b>	Perm		Records /cc to Archives
<b>Name change authorization</b>	5 years after last date of attendance or graduation	Destroy	Records
<b>Petitions</b>	5 years after last date of attendance or graduation	Scan/ Destroy	Records
<b>Registration forms</b>	2 years after date submitted	Destroy	Records
<b>Student requests of non-disclosure or directory information</b>	Until terminated by student or after student is deceased		Records

<b>Transcript requests</b>	1 year after date submitted	Destroy	Records
<b>Transfer credit evaluations</b>	5 years after last date of attendance or graduation	Destroy	Records
<b>Tuition and fee charges</b>	5 years after last date of attendance or graduation	Destroy	Records
<b>Veterans Administration</b>	3 years after last date of attendance or graduation	Destroy	Records
<b>Withdrawal authorizations</b>	5 years after last date of attendance or graduation	Destroy	Records
<b>Promotional materials</b>			cc to Archives
<b>Catalogs</b>	Perm		Records /cc to Archives
<b>Commencement programs</b>	Perm		Records /cc to Archives
<b>Degree statistics</b>	Perm		Records /cc to Archives
<b>Enrollment statistics</b>	Perm		Records /cc to Archives
<b>Grade statistics</b>	Perm		Records /cc to Archives
<b>Racial /ethnic statistics</b>	Perm		Records /cc to Archives
<b>Schedule of Classes (Institutional)</b>	Perm		Records /cc to Archives
<b>Student Aid files</b>	5 years after last date of attendance or graduation	Destroy	Student Financial Services
<b>Student Finance correspondence</b>	5 years after last date of attendance or graduation	Destroy	Student Financial Services
<b>Loan billing and collection records</b>	5 years after last date of attendance or graduation	Destroy	Student Financial Services