

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
Acceptance Letters	5 years after last date of attendance or graduation	Destroy	Records
Correspondence	5 years after last date of attendance or graduation	Destroy	Records
Entrance exams and placement scores	5 years after last date of attendance or graduation	Destroy	Records
Letters of Recommendation	Until admitted	Destroy	MES
Acceptance letters , those who do not enter	2 years after application	Destroy	MES
Applications , those not accepted or do not enter	2 years after application	Destroy	MES
Correspondence , those not accepted or do not enter	2 years after application	Destroy	MES
Transcripts , 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
Advanced placement records	5 years after last date of attendance or graduation	Destroy	Records
Application for graduation	5 years after last date of attendance or graduation	Destroy	Records

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

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