Application 07-12

Vice Chancellor for Student Affairs
Student Opportunities for Academic Results (SOAR)

Item 250.01 moved from application 07-09 item 602.001

250.01   Mid-term Grade Sheets (Duplicates)

Date: 1987-2007
Volume: 12 Cubic Feet
Annual Accumulation: 1 Cubic Foot
Arrangement: Chronological/Alphabetical

Data includes the name of the student, social security number, assigned grade test data, and comments.

Recommendation: Retain in office for five (5) years following date of last attendance or graduation, then destroy in a secure fashion providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 08/20/08

Item 250.02 moved from application 07-09 item 602.002
250.02   Student Tutorial Files (Originals)

Date: 1987-2007
Volume: 11 Cubic Feet
Annual Accumulation: 1 Cubic Foot
Arrangement: Alphabetical by Topic

Contents include the sign in sheets, log achievements, and syllabi

Recommendation: Retain in office for five (5) years following date of last attendance or graduation, then destroy in a secure fashion providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 08/20/08

Application 07-12

Item 260.01 moved from application 07-09 item 1900.001
260.01   Mid-term Grade Sheets (Originals)

          Date: 1987-
          Volume: 12 Cubic Feet
          Annual Accumulation: 1 Cubic Foot
          Arrangement: Chronological by year, Alphabetical by name

          Data includes the name of the student, social security number, assigned grade test data, and
          comments. Original final grades are maintained by the agency's Admission/Records Office
          on a permanent basis per item 1800.021 of this Application.

          Recommendation: Retain in office for five (5) years following date of last
          attendance or graduation from the University, then destroy in a secure
          fashion providing all audits have been completed under the supervision of
          the Auditor General, if necessary, and no litigation is pending or anticipated.

          Disposition Approved as Amended 08/20/08

Item 260.02 moved from application 07-09 item 1900.002
260.02   Student Tutorial Files (Originals)

          Date: 1987-2007
          Volume: 11 Cubic Feet
          Annual Accumulation: 1 Cubic Foot
          Arrangement: Alphabetical by Topic

          Contents include the sign in sheets, log achievements, and syllabi

          Recommendation: Retain in office for five (5) years following date of last
          attendance or graduation, then destroy in a secure fashion providing all
          audits have been completed under the supervision of the Auditor General, if
          necessary, and no litigation is pending or anticipated.

          Disposition Approved 08/20/08

260.03   Program Application Files

          Dates: 1987-
          Volume: 27 Cubic Feet
          Annual Accumulation: 1 Cubic Foot
          Arrangement: Alphabetical

This record series consists of student applications for the Student Opportunities for Academic Results (SOAR), Females of African-descent Modeling Excellence (FAME), and Goal-Oriented African-American Males Excel (GAME) programs. The files include the students' ID numbers, residential information, parental/guardian contact information, and signed program contract agreements.

Recommendation: Retain in office for five (5) years following graduation or date of last attendance, then destroy in a secure manner or delete from system provided all audits have been completed and no litigation is pending or anticipated.

Disposition Approved 07/20/16

260.04   Academic Advising Files

Dates: 1987-
Volume: 54 Cubic Feet/3.5 GB
Annual Accumulation: 2 Cubic Feet/100 MB
Arrangement: Alphabetical

This record series consists of student declaration forms, academic advising plans, probation agreements, and all related correspondence (including student personal data).

Recommendation: Retain in office for five (5) years following graduation or date of last attendance then destroy in a secure manner or delete from system, provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

Disposition Approved 07/20/16