

STATE OF ARIZONA

Department of Library, Archives and Public Records
RECORDS MANAGEMENT DIVISION
 1919 West Jefferson Street
 Phoenix, Arizona 85009
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PAGE 1 OF 1

State Agency Password:	Agency Name: Arizona State University	Org. Unit /Division: University Libraries
Office: Dept of Archives & Manuscripts	Phone: 965-6455	
Address: Box 871006	City: Tempe	State ZIP AZ 85287-1006
Submitted By (Name): Rob Spindler	Title: University Archivist	Signature X Signature on File

Pursuant to A.R.S. § 41-1351, the following records retention periods are finite and absolute. They are *not* minimum retention periods or guidelines. Records may be kept beyond their designated retention periods only where required by law or regulation, or if they are involved in current or pending litigation.

No.	RECORDS SERIES	R. S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
1.	Departmental & Collegiate Student Records (for undergraduate & graduate students; consisting of applications, transcripts, correspondence & memoranda originating in the academic department)					
a.	Admitted/Graduated Students		1	-	1	After fiscal year student graduates. (confidential records, must be shredded)
b.	Admitted/transferred or Withdrawn Students		2	-	2	After fiscal year student transfers or withdraws. (must be shredded)
c.	Students not Admitted		1	-	1	After fiscal year admission denied. (records may be returned to applicant or shredded)
2.	Student Examination Records (consisting of examination questions administered throughout, and at the end of, each semester and summary grading records of all other graded class assignments)		1	-	1	After fiscal year exam administered or grade assigned. (confidential records, must be shredded)
Note: This schedule is authorized for use by any ASU Main Campus or East Campus academic department.						
						Supersedes Schedule dated: 4-2-90

Approved by: Director, Department of Library, Archives and Public Records	Approval Date: NOV 4 1997
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