# State of Arizona

**Department of Library, Archives and Public Records**

**Records Management Division**

1919 West Jefferson Street

Phoenix, Arizona 85009

Phone: (602) 542-3741 - FAX (602) 542-3890

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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**

**Address:** Box 871006

**City:** Tempe  
**State:** AZ  
**ZIP:** 85287-1006

### Submitted By (Name):

**Rob Spindler**

**Title:** University Archivist

**Signature:** X Signature on File

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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.

<table>
<thead>
<tr>
<th>No.</th>
<th>Records Series</th>
<th>R.S. Code</th>
<th>Retention (Yr.)</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Departmental &amp; Collegiate Student Records (for undergraduate &amp; graduate students; consisting of applications, transcripts, correspondence &amp; memoranda originating in the academic department)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a.</td>
<td>Admitted/Graduated Students</td>
<td>1 - 1</td>
<td></td>
<td>After fiscal year student graduates. (confidential records, must be shredded)</td>
</tr>
<tr>
<td>b.</td>
<td>Admitted/transferred or Withdrawn Students</td>
<td>2 - 2</td>
<td></td>
<td>After fiscal year student transfers or withdraws. (must be shredded)</td>
</tr>
<tr>
<td>c.</td>
<td>Students not Admitted</td>
<td>1 - 1</td>
<td></td>
<td>After fiscal year admission denied. (records may be returned to applicant or shredded)</td>
</tr>
<tr>
<td>2.</td>
<td>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)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 - 1</td>
<td></td>
<td>After fiscal year exam administered or grade assigned. (confidential records, must be shredded)</td>
</tr>
</tbody>
</table>

Note: This schedule is authorized for use by any ASU Main Campus or East Campus academic department.

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Supersedes Schedule dated: 4-2-90

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Approved by:  

**Signature:**  
**Date:** NOV 4 1997

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Director, Department of Library, Archives and Public Records

**Signature:**  
**Date:** 2/1/94