



**ARIZONA STATE  
LIBRARY, ARCHIVES AND PUBLIC RECORDS**  
A DIVISION OF THE ARIZONA SECRETARY OF STATE



**General Records Retention Schedule Issued to:  
All Public Institutions of Higher Learning**

**Schedule Number:  
GS-1049**

- Authority:** Pursuant to ARS §41-151.12(3), only the Arizona State Library, Archives and Public Records has the authority to set retention periods, including the sole authority to modify, extend or decrease records retention periods. The retention periods listed herein are the required time records must be retained. Records should be promptly and orderly disposed of at the end of their retention period. Keeping records longer than the retention period poses financial, legal, audit and investigative risks to the Agency. These risks need to be considered by State and Local Agencies when there is a compelling need to retain records for a longer period of time than the approved retention period. Records required for ongoing or foreseeable official proceedings such as audits, investigations or lawsuits, must be retained until released from such official proceedings, notwithstanding the instructions of this schedule.
- Archival Value:** Records designated as Permanent on the retention schedule must not be destroyed (ARS §39-101). If it is believed that special circumstances warrant other records to be retained permanently, contact the Arizona State Archives for assistance in determining historical or archival value. All records created prior to 1912 must be retained permanently. This retention schedule does not authorize the transfer of records to any repository other than the Arizona State Archives (ARS §41-151.09).
- Disposition:** This schedule is used in conjunction with the *Certificate of Records Destruction*. All records disposed under this schedule must be reported on the *Certificate of Records Destruction*, unless transferred to the Arizona State Archives.
- Format:** Retention periods listed on this schedule apply to all records regardless of physical form or characteristics. Records, regardless of format (including electronic, paper, microfilm, etc.) not listed in this schedule or on the approved General Retention Schedule, are not authorized to be destroyed.
- Copies:** Additional copies created for convenience or reference purposes should not be retained longer than the record copy listed in this schedule. Copies do not need to be reported on the *Certificate of Records Destruction* when they are disposed.
- Supersedence:** **This schedule supersedes schedules: GS-1009 Rev.1 dated 10/16/2018, GS-1010 Rev.1 dated 9/13/2018, GS-1011 Rev.1 dated 10/23/2018, GS-1012 Rev.1 dated 10/16/2018, GS-1013 Rev.1 dated 9/13/2018, GS-1014 Rev.1 dated 9/13/2018.**

Records Analyst, Secretary of State: Elizabeth Adigwu	State Records Management Officer, Arizona State Archives & Records Management Center: Dr. Ted Hale
<i>Records Series Electronically Approved in RSM Database</i>	<i>Records Series Electronically Approved in RSM Database</i>
Assistant Director of Archives: Dennis Preisler, Ph.D.	
<i>Records Series Electronically Approved in RSM Database</i>	

**RECORDS MANAGEMENT CENTER**

1919 West Jefferson Street • Phoenix, Arizona 85009 • <http://www.azlibrary.gov/records> • Phone: (602) 926-3815 • FAX: (602) 256-2838 • E-Mail: [records@azlibrary.gov](mailto:records@azlibrary.gov)

Revised: January 7, 2019

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53178	<b>Accreditation Records: Final Report</b> Applies to accreditation at all institutional levels. Including but not limited to: final reports from accrediting associations and professional entities regarding organizational structure and administration, and final accreditation decisions. For working records/preparatory documents, please see the Administrative and Management schedule.	Permanent	Retain per Arizona Standards for Permanent Records.		11/7/2018
53170	<b>Athletics Records: Competition Records - Non Historical</b> Records pertaining to individual games and competitions. Including but not limited to: schedules, attendance documentation, audio/video recordings and related correspondence.	6 Years	After calendar year created.		10/23/2018
53179	<b>Athletics Records: Competition Records (Historical)</b> Records pertaining to individual games and competitions. Including but not limited to: schedules, attendance documentation, audio/video recordings, and related correspondence of historical value.	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served. Note: The State Archivist has the final authority to determine the historical status of records.		11/7/2018
53173	<b>Athletics Records: Drug Testing Records</b> Including but not limited to: lab reports, interpretations, and related correspondence.	5 Years	After calendar year created, or when student is no longer eligible, whichever is longer.		10/24/2018

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53171	<b>Athletics Records: Recruitment Records</b> Including but not limited to: records related to official visits of prospective athletes, student-athletes' affirmation of eligibility, and national letters of intent.	5 Years	After calendar year created, or when student is no longer eligible, whichever is longer.		10/24/2018
53169	<b>Athletics Records: Student Athlete Eligibility Records</b>	6 Years	After calendar year created.		10/24/2018
53174	<b>Career Services Records: Employer Records</b> Documents the activity of prospective employers at various institutional events such as Career Fairs and other informational avenues. Including but not limited to: job descriptions and qualifications, registration and interview documentation, recruiter schedules and information forms, lists of interviewees, and feedback forms from recruiters.	2 Years	After calendar year created, or until administrative value has been served, whichever is longer.		10/24/2018
53175	<b>Career Services Records: Placement and Planning Records</b> Including but not limited to: résumés, cover letters, documentation of student career interests, and related consultation or activities.	2 Years	After calendar year created, or until administrative value has been served, whichever is longer.		10/24/2018

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30306	<b>Federal Disclosure Records: Clery Records</b> Including but not limited to: warning notices, daily crime logs, incident reports, review decisions, review meeting notices, witness statements and annual campus security reports required for Clery Act compliance., Annual campus security reports are also required for Clery Act compliance and should be retained according to the Annual Reports series on the Administrative and Management Schedule., Includes records pertaining to the following offenses: Aggravated Assault, Arson, Burglary, Criminal Homicide (including murder, non-negligent manslaughter, and negligent manslaughter records), Drug Law Violations, Illegal Weapons Possession, Liquor Law Violations, Motor Vehicle Theft, Robbery, and Sex Offenses (including forcible sex offenses and non-forcible sex offenses).	7 Years	After calendar year of incident.	U.S.C. 1092(f) (Federal Register 59060)	10/24/2018
30305	<b>Federal Disclosure Records: Code of Conduct Records</b> Should include any Incident Records and Parent / Student Notifications.	7 Years	After calendar year of incident.	U.S.C. 1092(f) (Federal Register 59060)	10/24/2018
53176	<b>Federal Disclosure Records: Title IX Records: All Other Cases</b>	3 Years	After date of complaint.		10/24/2018
53177	<b>Federal Disclosure Records: Title IX Records: Cases Involving Suspension/Expulsion</b> Including but not limited to documentation from Title IX and Code of Conduct cases.	Permanent	Retain per Arizona Standards for Permanent Records.		12/21/2018
21111	<b>Federal Disclosure Records: Veterans (G.I. Bill) Student Records</b> As required by Veteran's Administration (VA) agreement. May include VA application, certifications and status changes.	3 Years	After last date of last attendance.		12/10/2018
52992	<b>FERPA Disclosure Records: Requests and Disclosures of Personally Identifiable Information</b> Includes requests from third parties and institutional disclosures and responses of personally identifiable information in student records.	-	Retain until the records to which the request/disclosure applies have been destroyed.	34 CFR 99.32	12/21/2018

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52981	<b>FERPA Disclosure Records: Student Requests for Nondisclosure of Directory Information</b>	3 Years	After student's last semester of attendance.		10/23/2018
53205	<b>Institutional Records: Animal Care and Use Records</b> Records pertaining to the care and proposed use of animals maintained by an institution for research purposes. This record series is distinct from higher education research records.	3 Years	After completion of relevant activities, or after institutional use is served, whichever is later.		10/23/2018
53212	<b>Institutional Records: Articulation Agreements and Course Equivalency Guides</b>	-	Until superseded or after administrative value is served, whichever is later.		10/23/2018
52987	<b>Institutional Records: Course Catalog</b> Course descriptions that are published in catalogs, bulletins or websites.	Permanent	Retain per Arizona Standards for Permanent Records		11/26/2018
52986	<b>Institutional Records: Course Change Requests</b> Application to to change, add, or delete a course.	1 Year	After superseded or obsolete.		11/26/2018

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53197	<b>Institutional Records: Course Syllabi</b> Official copy held by the institution or department. Instructor copies may be destroyed when administrative value is served.	2 Years	After calendar year in which calendar year course taught, or after administrative value is served for certification or accreditation purposes, whichever is later.		12/21/2018
52988	<b>Institutional Records: Curriculum Development Documentation</b> Files documenting work done to develop new curriculum for an institution. Final curriculum decision should be kept according to the Minutes retention on the Clerks Retention schedule.	-	Until administrative value has been served.		10/23/2018
21110	<b>Institutional Records: Enrollment Reports Prepared for Arizona Board of Regents (ABOR)</b> Including, 21st day, 45th day and year end census reports.	Permanent	Retain per Arizona Standards for Permanent Records.		11/6/2018
20797	<b>Institutional Records: Institutional Research Records: Cyclical Internal Reports - Final Reports</b>	Permanent	Retain per Arizona Standards for Permanent Records. These records are to be maintained by the institutions.		12/21/2018
20798	<b>Institutional Records: Institutional Research Records: Cyclical Internal Reports - Supporting Documentation</b> Including but not limited to: database query results, miscellaneous institution reports, and data from other departments.	6 Years	After calendar year created or received.		11/5/2018

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20805	<b>Institutional Records: Institutional Research Records: Cyclical Reports - Issued by Other Organizations</b>	2 Years	After calendar year received.		11/5/2018
20804	<b>Institutional Records: Institutional Research Records: Reports to Other External Organizations</b>	3 Years	After calendar year created.		12/10/2018
20803	<b>Institutional Records: Institutional Research Records: Reports to State or Federal Government, or North Central Accreditation Association - Federal Graduate Report Supporting Documentation</b> Including but not limited to: database query results, miscellaneous institution reports, and data from other departments.	10 Years	After calendar year created.		11/5/2018
20801	<b>Institutional Records: Institutional Research Records: Reports to State or Federal Government, or North Central Accreditation Association - Final Report</b>	Permanent	Retain per Arizona Standards for Permanent Records. These records are to be maintained by the institutions.		12/21/2018
20802	<b>Institutional Records: Institutional Research Records: Reports to State or Federal Government, or North Central Accreditation Association - Supporting Documentation</b> Including but not limited to: database query results, miscellaneous institution reports, and data from other departments.	6 Years	After calendar year created.		11/5/2018
20799	<b>Institutional Records: Institutional Research Records: Special Internal Reports (Ad Hoc) - Final Report</b>	Permanent	Retain per Arizona Standards for Permanent Records. These records are to be maintained by the institutions.		11/7/2018

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20800	<b>Institutional Records: Institutional Research Records: Special Internal Reports (Ad Hoc) - Supporting Documentation</b> Including but not limited to: database query results, miscellaneous institution reports, and data from other departments.	6 Years	After calendar year created or received.		11/1/2018
53187	<b>Institutional Records: Institutional Review Board (IRB) Records</b>	3 Years	After completion of research.	45 CFR 46.115	11/1/2018
53217	<b>Institutional Records: Institutionally-Funded Research Records: Final Technical Report</b> Note: any agendas and minutes generated in connection with research should be retained according to the Minutes series on the Clerks retention schedule.	Permanent	Retain per Arizona Standards for Permanent Records.		11/7/2018
53216	<b>Institutional Records: Institutionally-Funded Research Records: Other Records</b> Including but not limited to: applicant case files, reports, notes, working papers, funding summaries, award letters, applications for research support, personal data, and related documentation and correspondence.	5 Years	After calendar year created, or after administrative value is served, whichever is later.		11/5/2018
53215	<b>Institutional Records: Ombuds Office Case Files</b> Including but not limited to correspondence and notes.	5 Years	After calendar year created.		12/10/2018
53214	<b>Institutional Records: Patents and Invention Disclosure Documentation</b>	Permanent	Retain per Arizona Standards for Permanent Records.		11/8/2018
53329	<b>Institutional Records: Programs and Activities with Minor Participants</b> Including but not limited to, registration lists, applications, attendance lists, field trip records, and parental consent records. Use GS 1038: Risk Management Records-53043 for Accident Reports.	3 Years	After minors turn 18.		11/7/2018



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53189	<p><b>Institutional Records: Student Government and Organization Records (Historical)</b> Records pertaining to student government and organization that are of continuing interest to the institution as a whole.</p>	Permanent	<p>Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served. <u>Note:</u> The State Archivist has the final authority to determine the historical status of records</p>		11/7/2018
53188	<p><b>Institutional Records: Student Government and Organization Records (Non-Historical)</b> Including, but not limited to: bylaws, constitutions, membership rosters, and meeting summaries.</p>	6 Years	After calendar year created.		10/24/2018

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53199	<p><b>Institutional Records: Student Newspapers (Official Copy) - Historical</b> Includes newsletters and other publications of student organizations officially recognized by the institution.</p>	Permanent	<p>Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served. <u>Note:</u> State Archivist reserves the right to make a final determination regarding the historical status of records.</p>		11/27/2018
53198	<p><b>Institutional Records: Student Newspapers (Official Copy)- Non Historical</b> Includes newsletters and other publications of student organizations officially recognized by the institution.</p>	3 Years	After calendar year created.		10/24/2018
53224	<p><b>Institutional Records: Test Site Records: Testing Administration Material</b> Documentation pertaining to the administration of various exams such as GED, HESI, TEAS, etc., for which the institution is not the official scorekeeper. This series does not include placement exams for the institution. Material including, but not limited to, site maintenance and surveillance logs, registrations and sign in sheets, and other related material.</p>	1 Year	After exams taken and scores received/transmitted. Official score records are maintained with the entity that creates and distributes the exams.		10/24/2018

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21174	<b>Residence/Housing Records: Student Resident Records</b> Including, but not limited to, licenses, cancellations, applications, check in/out forms, appeals, financial and other written requests, background checks, exemptions, license agreement releases, receipts and other related records.	5 Years	After student leaves residential housing.		10/24/2018
52979	<b>Student Admissions Records - Accepted but not Enrolled, Undergraduate and Graduate</b> Student-specific correspondence related to applying for enrollment at the institution. Correspondence, notes, recruitment, references and recommendations, entrance exams, residency records, and credit by examination documentation.	3 Years	After calendar year created or received.		10/24/2018
52983	<b>Student Admissions Records: Accepted and Enrolled, Undergraduate and Graduate</b> Includes letters of reference, application, credit by examination scores and material, residency documentation, I-20 forms for international students, and correspondence regarding admission and/or enrollment for applicants accepted to a program of study.	3 Years	After student's last date of attendance.		11/5/2018
21233	<b>Student Admissions Records: Admission Appeal Records</b> Including appeal letters and supporting documentation.	2 Years	After beginning of semester for which student applied.		11/5/2018
53183	<b>Student Admissions Records: Prospective Student/Incomplete Application Records</b> Includes material for individuals who did not fully complete admissions application process.	18 Months	From date of creation, or after administrative value is served, whichever is later.		11/5/2018
52984	<b>Student Admissions Records: Rejected, Undergraduate and Graduate</b> Includes letters of reference, application, residency records and other related material, for rejected applicants.	1 Year	After rejection letter created and sent to applicant.		11/5/2018
53181	<b>Student Disciplinary Records: All Other Records</b> Including but not limited to documentation from Title IX and Code of Conduct cases. Should include any Incident Records and Parent / Student Notifications.	7 Years	From created date, or from date last sanction imposed, whichever is later.		11/5/2018

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53182	<b>Student Disciplinary Records: Cases Involving Suspension, Expulsion, or Degree Revocation</b> Including but not limited to documentation from Title IX and Code of Conduct cases.Should include any Incident Records and Parent / Student Notifications.	Permanent	Retain per Arizona Standards for Permanent Records.		11/7/2018
20496	<b>Student Financial Aid Records: Annual Fiscal Operations Reports</b>	3 Years	After fiscal year created or received.		11/5/2018
20499	<b>Student Financial Aid Records: Financial Aid Records, All Other Records</b> Including, but not limited to, all student files under the Financial Aid program for Family Federal Education Loan (FFEL) and Direct Loan (DL), ACG/SMART, TEACH grants, Campus-Based programs including verifications, appeals, financial needs analysis, income reassessments, dependency overrides, Federal Education Rights and Privacy Act (FERPA) release forms, loan request forms, records, housing plans, exit counseling forms, asset verification forms, promissory notes not covered under item 20497, proof of active duty forms, amended tax returns, Bachelor’s degree verifications, birth certificates, citizenship proof, Center for Training and Development (CTD) enrollment agreements, Financial Aid Federal Student Application (FAFSA) signature pages, budget evaluation requests, selective service records, parent authorization forms, year to date (YTD) subs, third party documentation, Veterans status proof, TRIBE, W-2 forms, 1040 (A, EZ, Normal) and other related records.	3 Years	After award year.		11/5/2018
20497	<b>Student Financial Aid Records: Financial Aid Records: Perkins Original Promissory Notes</b>	3 Years	After loan assigned to ED, cancelled or repaid.		12/21/2018
20498	<b>Student Financial Aid Records: Financial Aid Records: Perkins Repayment Records</b>	3 Years	After loan satisfied or records needed to enforce the obligation, whichever is later.		11/6/2018

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20500	<b>Student Financial Aid Records: Fiscal Operations Reports and Applications to Participate (FISAP) and Financial Aid Detail Reports</b>	3 Years	After the award year in which the related FISAP submitted.		10/24/2018
53184	<b>Student Financial Aid Records: Scholarship Records: Applicants Not Awarded Records</b>	1 Year	After calendar year created or received.		10/24/2018
53185	<b>Student Financial Aid Records: Scholarship Records: Historical</b> Records pertaining to scholarships of continuing interest to the institution due to historical nature of funding, recipients, etc.	Permanent	Retain per Arizona Standards for Permanent Records.		11/7/2018
52993	<b>Student Financial Aid Records: Scholarship Records: Non Historical</b> Administrative and promotional information regarding local and institutional scholarship programs including applications, awards, recipients, listings etc., but not fiscal data. May include information from an institution's Foundation.	3 Years	After calendar year created or received.		10/24/2018
20503	<b>Student Financial Aid Records: Summary of Outstanding Loan Records, Annual</b>	3 Years	After calendar year created.		10/24/2018
20502	<b>Student Financial Aid Records: Summary of Outstanding Loan Records, Monthly</b>	-	After superseded by next month's report.		10/24/2018
21109	<b>Student Records: Permanent Student Records</b> Including official copy of academic transcript, graded class rosters, graduation audit reports, notifications of name, gender changes, and degree/certificate issuance records.	Permanent	Registrar is the office of record. Retain per Arizona Standards for Permanent Records. These records are to be maintained by the institutions.		1/3/2019

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52985	<b>Student Records: Advising Files</b> Includes notes about meetings with students, and correspondence with student.	2 years	After student's last semester of enrollment at college or university.		10/24/2018
53200	<b>Student Records: Change of Course Forms (Add/Drop)</b>	1 Year	After semester form submitted.		10/24/2018
52989	<b>Student Records: Class / Course Evaluations</b> Summary evaluations of course by students.	1 Year	After calendar year created or received.		10/24/2018
21112	<b>Student Records: Class Rosters</b> Related to the Registrar's Office. These records contain names of students for each course; issued by registration services.	-	After administrative value has been served, or after allowed by Federal regulation, whichever is later.		10/24/2018
53209	<b>Student Records: Continuing Education Records</b> Documentation of students enrolled in special interest courses and students enrolled in professional certification, programs. Including, but not limited to, proof of attendance, registrant list, and other related records. Note: Certificate/credential/final academic credit records are not part of this series and should be retained according to item 21109 of this schedule.	3 Years	After academic year created, or after administrative value is served, whichever is later.		11/5/2018
53213	<b>Student Records: Grade Change Appeals</b> Documents, forms, recordings, and other materials resulting from a grade, appeal process.	2 years	After final decision rendered.		11/5/2018

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52990	<b>Student Records: Grade Reports (Local Copy)</b> Faculty grade reports.	1 Year	After last semester in which course was taught. Registrar maintains the official record permanently.		11/6/2018
53149	<b>Student Records: Grade Reports (Official Copy)</b> Faculty grade reports.	Permanent	Registrar maintains the official record permanently.		11/6/2018
52991	<b>Student Records: Graduation Authorizations</b> Includes graduation audits and related documents verifying completion of degree requirements.	1 Year	After calendar year in which graduation is attained.		11/5/2018
53223	<b>Student Records: Placement Exams</b> Including exams taken by students and prospective students to determine appropriate course enrollment.	3 years	After exam, or after administrative value is served, whichever is later.		11/5/2018
52977	<b>Student Records: Student Coursework - Not Used for Grading</b> Including correspondence, drafts and other course-related material that is not used in the computation of a final grade.	-	After administrative value has been served.		11/5/2018

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53323	<p><b>Student Records: Student Coursework - Used for Grading: Community Colleges</b> Including but not limited to: student assessments, tests, examinations, quizzes, papers, projects, blog postings, online discussion, multimedia reproductions of work or performances done for class assignments (e.g. photographs and audio recordings), and other working student data. This is material that, may be maintained in a course management system or third party platform by the instructor or by the educational unit, and leads to a grade and to a posting on the official student record of the registrar.</p>	1 Year	After semester in which course is taught, or after administrative value is served, whichever is later.		11/5/2018
52978	<p><b>Student Records: Student Coursework - Used for Grading: Universities</b> Including but not limited to: student assessments, tests, examinations, quizzes, papers, projects, blog postings, online discussion, multimedia reproductions of work or performances done for class assignments (e.g. photographs and audio recordings), and other working student data. This is material that, may be maintained in a course management system or third party platform by the instructor or by the educational unit, and leads to a grade and to a posting on the official student record of the registrar.</p>	2 Years	After semester in which course is taught, or after administrative value is served, whichever is later.		11/5/2018
53180	<p><b>Student Records: Theses and Dissertations (Official Copy)</b></p>	Permanent	Retain per Arizona Standards for Permanent Records.		11/27/2018