

# **Schedule 66**

## **STATE COLLEGES**

### **BOARD OF TRUSTEES**

**August 22, 2022**

Nebraska Records Management Division  
3242 Salt Creek Circle  
Lincoln, NE 68504  
(402) 471-2559

**REQUEST FOR APPROVAL  
OF RECORDS RETENTION  
AND DISPOSITION SCHEDULE**

SCHEDULE	<b>66</b>
AGENCY, BOARD OR COMMISSION	<b>NEBRASKA STATE COLLEGES</b>
DIVISION, BUREAU OR OTHER UNIT	<b>BOARD OF TRUSTEES</b>
Supersedes Edition of May 26, 1988	

**TO: STATE RECORDS ADMINISTRATOR  
STATE OF NEBRASKA**

**PART I – AGENCY STATEMENT:**

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE



TITLE

Chancellor

DATE

7-25-2022

**PART II – APPROVAL OF STATE ARCHIVES:**

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE



DATE

8/3/22

**PART III – APPROVAL OF AUDITOR OF PUBLIC ACCOUNTS:**

The attached schedule has been reviewed, all audit material has been properly identified, and this schedule is approved as submitted.

SIGNATURE



DATE

8/16/22

**PART IV – APPROVAL OF STATE RECORDS ADMINISTRATOR:**

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE



DATE

8/22/2022

## **INSTRUCTIONS FOR USING THIS SCHEDULE**

Records retention and disposition schedules are designed to serve as your records management guideline for storing and disposing of agency records, **regardless of the media on which they reside**, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. This schedule was written specifically for records unique to your office and the State Agencies General Records Schedule #124 contains those records common to most state government agencies. This retention schedule, which is approved by the State Records Administrator, provides your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

### **DISPOSING OF RECORDS**

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over State Agencies General Records Schedule #124 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods. Unless there is pending or on going, legal action, records request, or audit.
3. For records requiring a review of, or transfer to the **NE State Historical Society (State Archives)**, your agency is required to contact the State Archives to negotiate the transfer. Additionally, **once the records are accessioned into their collection, they become the property of the State Archives** (Neb. Rev. Stat. §82-105). The State Archives may remove selected records in accordance with standard archival practices to ensure efficient access, organization and enduring historical value (Neb. Rev. Stat. §82-107). Please contact their office by calling (402) 471-4783.
4. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is located on the Secretary of State Records Management website. [https://appengine.egov.com/apps/ne/sos\\_records\\_disposition\\_report](https://appengine.egov.com/apps/ne/sos_records_disposition_report). This report establishes that the destruction was performed in your normal course of business.

### **NON-SCHEDULED RECORDS**

Contact a Records Management Specialist in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

### **SCHEDULE UPDATE**

It is the responsibility of each agency to periodically update their schedule. A Records Management Specialist in Records Management can assist you with the schedule update, which may involve adding new records series and making revisions to existing items. Keeping your schedule current will ensure you have the ongoing authority to discard records when their useful life has ended.

### **QUESTIONS**

If you have any questions about these procedures, please contact your agency Records Officer or the Records Management Specialist in Records Management. They will help you with any questions the schedule may present, including: transferring records to the State Records Center or microfilming records, scanning records, etc.

**Records Management Division  
3242 Salt Creek Circle  
Lincoln, NE 68504  
402-471-2559**

**SCHEDULE 66  
STATE COLLEGES  
BOARD OF TRUSTEES  
August 22, 2022**

Retention requirements are for all records, regardless of the media on which they reside, unless otherwise noted.

**Supersedes Edition of May 26, 1988**

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
66-2-1	<b>BONDS</b>	Any documents related to the authority, approval, establishment, receipts and expenditures of bond funds. Documents may include, but are not limited to correspondence used to create or change a bonding authority, financial reports from Bond Fund manager, disposition of gains/losses, bond-funded project/concern management records, internal accounting records, etc.	<b>10 years After release, replacement or expiration of bond.</b>	Office of Record System Office & Colleges
66-2-2	<b>BOND RECORDS</b>	Bond program analyses and letters to campuses detailing deficiencies in accounting procedures concerning bond facilities.	<b>10 years</b>	Office of Record System Office & Colleges
66-2-3	<b>TRUSTS</b>	Any documents related to the authority, approval, establishment, investments, interest accrual, receipts and expenditures of trust funds; except documents already retained by Nebraska DAS-Accounting. Documents may include, but are not limited to correspondence used to create or change a Trust, periodic financial reports from Trustee, disposition of gains/losses, etc.	<b>5 years</b>	Office of Record System Office & Colleges
66-3-1	<b>LITIGATION CASE FILES</b>	Case files pertaining to legal actions or claims brought against or on behalf of the System/College, including correspondence, briefs, pleadings, depositions, settlement agreements, etc.	<b>10 years after final closure of case and no possibility of appeal</b>	LEGAL RECORDS Office of Record System Office
66-3-2	<b>PRESERVATION NOTICES</b>	Issued Document Preservation/Notices of Legal Hold, Reminder Notices, Release Notices and related documentation.	<b>10 years after superseded or terminated</b>	LEGAL RECORDS Office of Record System Office
66-4-1	<b>ACADEMIC PLANNING, ACCREDITATION, AND CALENDARS</b>	All academic calendars, statistical, descriptive and evaluative materials and final reports to establish or maintain accreditation for a college, department or program. Records related to various censuses conducted for college planning or institutional research. Catalogs of each state college circulated through publication clearing house. Records of organizations and associations of college, faculty, students and associations.	<b>PERMANENT</b>	ACADEMIC AFFAIRS REOCRDS Office of Record Colleges

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
66-4-2	<b>ACADEMIC PROGRAM REVIEW RECORDS AND ASSESSMENT TOOLS</b>	Records relating to the review of academic programs to determine whether the program should be continued or revised or discontinued. Internal and external assessment tools for planning and institutional research.	<b>20 years after review or assessment completion</b>	ACADEMIC AFFAIRS RECORDS Office of Record System Office & Colleges
66-4-3	<b>ADMINISTRATIVE FILES, EXECUTIVE LEVEL</b>	Subject files maintained by the Vice President for Academic Affairs, Academic Deans and Department Chairs	<b>5 years after current calendar year</b>	ACADEMIC AFFAIRS RECORDS Office of Record Colleges
66-4-4	<b>ARTICULATION/EXCHANGE/ OUTREACH AGREEMENTS</b>	Records relating to any agreements entered into by the Colleges	<b>10 years after expiration</b>	ACADEMIC AFFAIRS RECORDS Office of Record Colleges
66-4-5	<b>COMMITTEE RECORDS</b>	Records relating to the work of Board and College committees, including agendas, meeting minutes, working papers, related documentation and correspondence.	<b>10 years after current calendar year</b>	ACADEMIC AFFAIRS RECORDS Office of Record College & System Office
66-4-6	<b>COURSE AND PROGRAM RECORDS</b>	Records relating to approved course and program offerings; may include course description, outlines, objectives, program documentation. Includes Curriculum proposals, distance education and dual enrollment records.	<b>10 years after superseded, approved or denied</b>	ACADEMIC AFFAIRS RECORDS Office of Record Colleges
66-4-8	<b>EMPLOYEE/FACULTY HANDBOOK</b>	The official College employee/faculty handbook and records used in its creation.	<b>Superseded</b>	ACADEMIC AFFAIRS RECORDS Office of Record Colleges
66-4-7	<b>FACULTY GOVERNANCE RECORDS</b>	Records concerning the faculty governance structure of the Colleges, and faculty exchange and visiting scholars. File may include minutes, agendas, proposals, and correspondence of the Faculty Senate, councils and similar groups for faculty governance.	<b>10 years after calendar year</b>	ACADEMIC AFFAIRS RECORDS Office of Record Colleges
66-4-10	<b>LISTING OF DEGREES OFFERED</b>	Listing of Degrees offered from the State Colleges	<b>PERMANENT</b>	ACADEMIC AFFAIRS RECORDS Office of Record System Office & Colleges
66-4-11	<b>ORGANIZATIONS AND ASSOCIATIONS</b>	Records concerning various College, faculty, student and professional organizations and associations	<b>PERMANENT</b>	ACADEMIC AFFAIRS RECORDS Office of Record Colleges
66-4-12	<b>OUTREACH PROGRAMS</b>	Records documenting department or program outreach efforts to the Colleges as well as to specific audiences outside the Colleges' communities including Service Learning Programs	<b>10 YEARS After program ends</b>	ACADEMIC AFFAIRS RECORDS Office of Record Colleges

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
66-4-13	STUDENT COURSE COMMENTS	Surveys or other instruments completed by students regarding the content and/or presentation of a course	10 YEARS After end of term	ACADEMIC AFFAIRS RECORDS Office of Record Colleges
66-5-1	PROMOTION AND TENURE RECORDS	Records relating to the review process on promotions and tenure. May contain, but is not limited to, forms; letters and accompanying data.	7 years after employment ends	EMPLOYEE RECORDS Office of Record Colleges
66-5-2	RECLASSIFICATION REQUESTS	Records relating to the request(s) for reclassification of positions within the System	4 years after decision	EMPLOYEE RECORDS Office of Record System Office & Colleges
66-5-3	UNION AGREEMENTS	Copies of agreements on wages, hours and other terms and conditions of employment between the System and certified bargaining units and their agents. Records include minutes of meetings and other substantiating material used during negotiations.	5 years after approval of agreement	EMPLOYEE RECORDS Office of Record System Office
66-6-1	AIR TRANSPORTATION ACKNOWLEDGEMENT	Acknowledgement sent to the System Office by the Dept. of Aeronautics when they request a flight. May include, but not limited to, itinerary; additional passenger; and who is in charge of flight.	2 years	ADMINISTRATIVE RECORDS Office of Record System Office
66-6-2	COUNCIL OF PRESIDENTS RECORDS	Records relating to the Council of Presidents' meetings including agendas, meeting minutes, working papers, related documentation and correspondence.	5 years after calendar year	ADMINISTRATIVE RECORDS Office of Record System Office
66-6-3	FCC LICENSE RECORDS	Records that document the process of obtaining licenses for television, wireless, radio, and mobile communication frequencies from the Federal Communications Commission (FCC)	Records sent or received that have no documentary or evidentiary value. Generally communications retained for short-term reference.	ADMINISTRATIVE RECORDS Office of Record Colleges
66-6-4	STATISTICAL REPORTS	Official reports of statistics for the board about the System and Colleges	PERMANENT	ADMINISTRATIVE RECORDS Office of Record System Office & Colleges
66-6-5	STRATEGIC PLANS		10 years after superseded Subject to review by the State Archivist for possible accession	ADMINISTRATIVE RECORDS Office of Record System Office & Colleges
66-7-1	ACADEMIC ACTION AND ADVISING RECORDS	Concerns actions such as academic probation, leave of absence, dismissal, etc. or documentation of student advising by faculty and/or staff including recommendations for course selection, degree programs, etc.	5 years after degree completed OR date of last attendance (whichever is sooner)	Action records are maintained separate from the student's academic record.
66-7-2	ACTIVITIES AND GOVERNMENT	Records related to student participation in special activities, student clubs, associations, and student government.	3 years after administrative use ceases	Student Affairs STUDENT LIFE RECORDS

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
66-7-3	<b>ADMISSIONS RECORDS</b>	Records may include but are not limited to: applications for admission, acceptance or rejection letters, advance placement test records/scores, entrance exam reports/scores, medical records, readmission forms, recruitment materials, test scores, transcripts from high school and/or other colleges, military documents, international student documents, letters of recommendation and other evaluation records.	<b>Enrolled:</b> 5 years after degree completed or date of last attendance <b>Not Enrolled:</b> 1 year after application term Letters of Recommendation and <b>Evaluation materials:</b> 1 year, or upon enrollment	Admissions office ADMISSIONS RECORDS
66-7-4	<b>ANNUAL STATISTICAL AND SUMMARY REPORTS</b>	Annual statistical reports created for the US Department of Education or the College/System.	<b>PERMANENT</b>	Financial Aid FINANCIAL AID RECORDS
66-7-5	<b>APPLICATIONS FOR GRADUATION</b>	Student applications for graduation.	<b>2 years after degree completed OR date of last attendance (whichever is sooner)</b>	Registrar REGISTRATION AND ACADEMIC PROGRESS RECORDS
66-7-6	<b>BACKGROUND CHECKS - STUDENT TEACHERS</b>	Requests for, and results of, criminal and other background checks on students for use in their program or externships.	<b>5 years after degree completed OR date of last attendance (whichever is sooner)</b>	REGISTRATION AND ACADEMIC PROGRESS RECORDS These records are maintained separate from the student's academic record.
66-7-7	<b>CAMPUS THREAT ASSESSMENT RECORDS - STUDENTS</b>	Records related to students who have been deemed a threat to the safety of the community.	<b>PERMANENT</b>	Student Affairs STUDENT LIFE RECORDS
66-7-8	<b>CAREER COUNSELING RECORDS</b>	Records related to an individual student assisting them in planning career goals and objectives.	<b>5 years after degree completed OR date of last attendance (whichever is sooner)</b>	Student Affairs STUDENT LIFE RECORDS
66-7-9	<b>CERTIFICATIONS/ LICENSES</b>	Records supporting application for professional certificates or licenses.	<b>5 years after degree completed OR date of last attendance (whichever is sooner)</b>	Registrar REGISTRATION AND ACADEMIC PROGRESS RECORDS
66-7-10	<b>COMMENCEMENT PROGRAM AND PLANNING</b>	Records related to campus commencement program event planning and logistics.	<b>Official program:</b> Permanent <b>All other records:</b> 5 years after ceremony	Registrar REGISTRATION AND ACADEMIC PROGRESS RECORDS
66-7-11	<b>CREDIT BUREAU REPORTS</b>	Documents holders of student loans that have been reported to credit bureaus due to past due accounts.	<b>3 years after collected OR deemed uncollectible (whichever is sooner)</b>	Financial Aid FINANCIAL AID RECORDS

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
66-7-12	<b>DIPLOMA, DEGREE AND CERTIFICATE MAILING VERIFICATION RECORDS</b>	Documents students' requests to have diplomas, degrees, certificates, and other graduation records distributed to specific addresses	<b>1 year</b>	Registrar
66-7-13	<b>DIPLOMAS, DEGREES AND CERTIFICATES - NOT PICKED-UP OR RETURNED</b>	Diplomas, degrees, certificates, and other graduation records that are not picked-up or returned to the College because of a bad address or other problem encountered in mailing.	<b>5 years after commencement ceremony</b>	Registrar
66-7-14	<b>EXAMINATIONS, TESTS, TERM PAPERS AND HOMEWORK RECORDS</b>	Documents student subject mastery. Records may include: examinations and answers; quizzes and answers; homework assignments; course papers; term papers; essay assignments, etc.	<b>1 term after completion or contested grade results are resolved</b>	Registrar
66-7-15	<b>FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT COMPLIANCE (FERPA)</b>	Records that document Family Educational Rights and Privacy Act compliance and may include but not limited to requests for formal hearings, written decisions of hearing panel, student statements on content of records, student disciplinary records regarding hearing panel decisions.	<b>Permanent STUDENT REQUESTS FOR DISCLOSURE/ NONDISCLOSURE/ WAIVER OF RIGHTS OF ACCESS RECORDS: Until terminated by the student</b>	Registrar FERPA 20 U.S.C. § 1232g 34 CFR Part 99
66-7-16	<b>FINANCIAL AID, AWARDS, GRANTS, FELLOWSHIPS, AND SCHOLARSHIPS</b>	Applications, transcripts, evaluative records, award letters, etc. (including Federal Work Study and Federal Supplemental Educational Opportunity Grants).	<b>Successful Applicants:</b> 5 years after degree completed or date of last attendance, whichever is sooner <b>Unsuccessful Applicants:</b> 3 years after calendar year	Financial Aid Federal Work Study: 34 CFR 675.19 Supplemental Educational Opportunity Grant: 34 CFR 676.19
66-7-17	<b>FRATERNITIES AND SORORITIES</b>	Records related to campus fraternities and sororities and may include but not limited to charters, student membership in a fraternity or sorority, reports, photographs, scrapbooks.	<b>5 years</b>	Student Affairs Archival review STUDENT LIFE RECORDS
66-7-18	<b>GRADE / PROGRESS REPORTS</b>	Records related to grade/progress reports.	<b>1 year after date distributed</b>	Registrar REGISTRATION AND ACADEMIC PROGRESS RECORDS
66-7-19	<b>GRADUATION AUTHORIZATIONS</b>	Records related to certifying completion of degree requirements.	<b>5 years after degree completed OR date of last attendance (whichever is sooner)</b>	Registrar REGISTRATION AND ACADEMIC PROGRESS RECORDS



ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
66-7-20	GRADUATION LISTS	Lists of individuals who have successfully completed the degree requirements and have graduated.	PERMANENT	Registrar REGISTRATION AND ACADEMIC PROGRESS RECORDS
66-7-21	GRIEVANCE RECORDS	Records that document grievances brought forward by students against the College.	3 years after resolution, degree completed or date of last attendance for appealed grievances, whichever is sooner	Student Affairs STUDENT LIFE RECORDS
66-7-22	HOUSING: Housing Contracts; RA Applications		5 years after degree completed OR date of last attendance (whichever is sooner)	Student Affairs STUDENT LIFE RECORDS
66-7-23	I-FORMS	Completed I-Forms signed by the student and instructor.	1 years after end of course	Registrar REGISTRATION AND ACADEMIC PROGRESS RECORDS
66-7-24	INDEPENDENT STUDY AND INTERNSHIP PROGRAM RECORDS	Documents department approval for students to enroll in independent study courses. And Records related to student internship, practicum and cooperative education programs. Programs may be within the University or off campus and for class credit and/or pay.	5 years after degree completed OR date of last attendance (whichever is sooner)	Registrar REGISTRATION AND ACADEMIC PROGRESS RECORDS
66-7-25	JUDICIAL RECORDS	Contains information on students who violate the Student Code of Conduct.	6 years after resolution	Student Affairs STUDENT LIFE RECORDS
66-7-26	JUDICIAL RECORDS - DISMISSED STUDENTS	Contains information on students who are dismissed from the College, due to Student Code of Conduct violations and/or engaging in other acts of misconduct.	PERMANENT	Student Affairs STUDENT LIFE RECORDS
66-7-27	JUDICIAL RECORDS - STUDENT ORGANIZATIONS	Contains information on student organizations found in violation of the Student Code of Conduct and/or engaging in other acts of misconduct.	PERMANENT	Student Affairs STUDENT LIFE RECORDS
66-7-28	NAME CHANGE AUTHORIZATIONS	Records concerning student name changes that are reported.	5 years after degree completed OR date of last attendance (whichever is sooner)	Registrar REGISTRATION AND ACADEMIC PROGRESS RECORDS
66-7-29	PROGRAM RECORDS: TITLE IV, HEA PROGRAMS	Records used to account for receipt and expenditure of Title IV, HEA program funds; includes, but is not limited to, Student Aid Report or Institutional Student Information Record, application data, eligibility documentation, eligibility to participate in and the administration of HEA programs, etc.	5 years after award calendar year - If not being audited	Financial Aid Fiscal records outlined in 34 CFR 668.24(b) Program records outlined in 34 CFR 668.24(a) FINANCIAL AID RECORDS

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
66-7-30	<b>RECRUITMENT MATERIALS (GENERAL)</b>	May include brochures, catalogues, etc. dealing with admissions, programs, and scholarships.	<b>3 years after application term</b>	ADMISSIONS RECORDS Admissions Office
66-7-31	<b>REGISTRATION AND ACADEMIC PROGRESS RECORDS</b>	Includes course change records, add/drop forms, credit/no credit approvals and curriculum change requests and authorizations	<b>5 years after degree completed OR date of last attendance (whichever is sooner)</b>	Registrar
66-7-32	<b>ROTC CADET RECORDS</b>	Records related to a student enrolled in a ROTC Program.	<b>5 years after degree completed OR date of last attendance (whichever is sooner)</b>	Registrar REGISTRATION AND ACADEMIC PROGRESS RECORDS
66-7-33	<b>SERVICES TO STUDENTS WITH DISABILITIES</b>	Records concerning services to students with disabilities and may include accommodation requests, and notes from meetings with disabled students.	<b>5 years after degree completed OR date of last attendance (whichever is sooner)</b>	Student Affairs STUDENT LIFE RECORDS
66-7-34	<b>STUDENT LOANS RECORDS: EXTERNAL, SUCH AS FFEL, PLUS, STAFFORD, AND DIRECT LOANS</b>	Copies of loan applications and other relevant documentation.	<b>3 years after degree completed OR date of last attendance (whichever is sooner)</b>	Financial Aid FFEL: 34 CFR 682 Stafford: 34 CFR 682
66-7-35	<b>STUDENT ACCIDENT, INCIDENT AND DISCIPLINE RECORDS</b>	Records and reports related to student accidents, incidents and discipline.	<b>5 years after final resolution of event, or 5 years after continued absence from school, whichever is later</b>	Student affairs
66-7-36	<b>STUDENT HANDBOOK - CAMPUS</b>	The official campus Student Handbook.	<b>PERMANENT</b>	Student Affairs STUDENT LIFE RECORDS
66-7-37	<b>STUDENT LOAN RECORDS</b>	May include applications and eligibility records, award letters, deferment forms, payment schedules/histories, promissory notes, origination documents, tax records, and other relevant documentation.	<b>5 years after loan repaid, canceled, or assigned to Dept. of Education if not audited</b>	Financial Aid FINANCIAL AID RECORDS Student Assistance General Provisions: 34 CFR 668.24 Perkins Loans: 34 CFR 674.19
66-7-38	<b>SUPERVISION RECORDS - STUDENT THERAPIST TRAINEE</b>	Audiotapes and/or videotapes of a counseling session conducted by a student therapist trainee used solely by their supervisors for the purpose of supervision. Item also includes completed client or parental consent forms for supervision only.	<b>3 years after date of session</b>	Registrar REGISTRATION AND ACADEMIC PROGRESS RECORDS

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
66-7-39	<b>THESES AND DISSERTATION RECORDS</b>	Records that document the completion and academic acceptance of graduate theses. This series includes but is not limited to final and accepted copies of theses and final and terminal projects.	<b>PERMANENT</b>	College Archives REGISTRATION AND ACADEMIC PROGRESS RECORDS
66-7-40	<b>Title IX Training Material</b>	All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process.	<b>7 Years</b>	Student Affairs 34 CFR 106.45(b)(10)(i)(D)
66-7-41	<b>TRANSCRIPT HOLD OR ENCUMBERING AUTHORIZATION FORMS</b>	Records that document holds on transcripts and academic reporting information placed by the College for a number of reasons.	<b>Until release</b>	Registrar REGISTRATION AND ACADEMIC PROGRESS RECORDS
66-7-42	<b>TRANSCRIPT REQUEST FORMS</b>	Transcript request forms submitted to the College.	<b>1 years after date submitted</b>	Registrar REGISTRATION AND ACADEMIC PROGRESS RECORDS
66-7-43	<b>TRANSCRIPTS</b>	Official course and grade records, including grade changes.	<b>PERMANENT</b>	Registrar REGISTRATION AND ACADEMIC PROGRESS RECORDS
66-7-44	<b>TRANSFER CREDIT REQUESTS/REPORTS</b>	Records related to transfer credit requests and/or reports.	<b>5 years after degree completed OR date of last attendance (whichever is sooner)</b>	Registrar REGISTRATION AND ACADEMIC PROGRESS RECORDS
66-7-45	<b>UPWARD BOUND RECORDS; SSS RECORDS</b>	Records related to participants in the program.	<b>8 years</b>	TRIO Office Uniform Guidance 2 CFR § 200
66-7-46	<b>VETERANS RECORDS</b>	Records document the entitlement status and enrollment of veterans.	<b>3 years after degree completed OR date of last attendance (whichever is sooner)</b>	Registrar REGISTRATION AND ACADEMIC PROGRESS RECORDS
66-7-47	<b>VETERANS' BENEFITS</b>	Records concerning veterans' benefits awarded.	<b>3 years after degree completed OR date of last attendance (whichever is sooner)</b>	Financial Aid