



# University of Saskatchewan Retention and Disposition Schedules

## Student Records

**Record Schedule Number:** 1996-60

**Office of Primary Responsibility:** Teaching, Learning and Student Experience (TLSE); College of Graduate and Postdoctoral Studies (CGPS); People and Resources; colleges and departments

**LEGAL HOLD: If there is litigation or threatened litigation, all potentially relevant records must be preserved until the hold is released on the authority of the Vice-President (Finance and Resources).**

This series includes paper and digital records relating to admission, registration, counselling, conduct, assessment, financial and graduation procedures for individual students.

Records in this series may include:

- **Admission:** e.g., application forms, transcripts from other universities
- **Registration:** e.g., registration and pre-requisite override forms
- **Counselling:** e.g., academic/health
- **Conduct:** e.g., academic and non-academic discipline, faculty actions. This schedule primarily covers annotations/documents added to student files; see schedule 2018-002 for the records relating to hearing and appeal boards.
- **Assessment:** e.g., assignments, examinations, evaluation, promotion, awards. Examination records include marked final examination papers and tally sheets.
- **Financial:** e.g., assessment of tuition and fees, payment, scholarships, bursaries, loans
- **Graduation:** e.g., certificates, diplomas
- **Transitory source documents:** documents of short-term usefulness, created in the preparation of a final, official record. E.g., minor override forms entered in student information system; documents scanned and retained as digital records.

Covering multiple categories (particularly assessment and graduation), the official academic record is an internal document in paper or digital form, initiated and maintained in the Office of the Registrar, which constitutes a summary of the student's academic achievements and history at the institution.

D = Date of Original Transaction; T = Termination of Attendance

<b>Record</b>	<b>Retention</b>	<b>Disposition</b>
Admission documents – official copy	D + 5 years	Destroy
Admission documents – others	D + 2 years	Destroy
Admission documents - students not accepted/enrolled	D + 5 years	Destroy
Admission documents – documents without corresponding application	D + 1 year	Destroy
Registration documents – official copy	D + 2 years	Destroy
Registration documents – others	D + 2 years	Destroy
Transfer credit documentation – current students	D + 2 years	Destroy
Graduate student file – official copy	T + 7 years	Destroy
Health counselling documents – TLSE	D + 7 years	Destroy
Health counselling documents – others	N/A	Transfer to relevant TLSE unit, or destroy, as appropriate
Academic counselling documents – Colleges and departments	T + 1 years	Destroy
Conduct documents – TLSE	Permanent	N/A
Conduct documents – Others	T + 1 years	Destroy
Assessment documents – TLSE	Permanent	N/A
Assessment documents – Others	D + 1 year	Destroy*
Financial documents – official copy	D + 7 years	Destroy
Financial documents – Others	D + 2 years	Destroy
Graduation documents – TLSE	Permanent	N/A
Graduation documents – Others	D + 5 years	Destroy

Record	Retention	Disposition
Transitory source documents	D + 1 year	Destroy

\* See also the Academic Courses Policy on Class Delivery, Examinations, and Assessment of Student Learning for guidance relating to retention of related class and examination records. Faculty are encouraged to dispose of student grade records and assignments after their utility for providing letters of reference has expired.

**Retention rationale:**

With the exception of the official student records maintained by the Registrar’s Office, student information has only short-term administrative value. All other documentation becomes extraneous within a few years of graduation or discontinuance; although such documents have some utility for purposes of employment reference, even this value diminishes after a few years. Retention periods account for appeal periods and established recordkeeping processes.

**Access to this series is restricted, subject to the Freedom of Information and Protection of Privacy Policy and the Data Management Policy.**

**NOTE: Destruction of Student Records in hard copy format must be by shredding, pulping or incineration. Electronic records must be deleted in such a way that recovery is not possible.**

**Functions:**

- Student Records

**Data classification:** Limited / Restricted

**Approval Date:** 6 December 1996

**Revised:** 17 May 2023