**Registrar’s Office – Records Retention Schedule and Plan**

The Registrar's Office maintains the permanent academic records of all students. The office acts for the faculty in coordinating activities including course registration, maintenance and protection of academic records, and certification of students for continued enrollment and graduation. We maintain, interpret, and monitor academic policy and communicate procedures to faculty, students, and the college's various publics. We are dedicated to support for academic advising, course planning and assisting students planning off-campus study. In carrying out its functions, we maintain a comprehensive database of student academic and demographic information. We also certify student enrollment and academic eligibility to various agencies including the National Collegiate Athletic Association (NCAA) and the National Student Clearinghouse, and provide alumni verification of degrees awarded.

**Administrative Files** (May contain confidential information under FERPA)

These are records concerning the administration of the office. This includes, but is not limited to, committee notes, correspondence, reports, and budget files.

Retention Schedule – Retain when superseded or when reference value ends. Inactive files will be shredded.

Storage – Stored in Google Drive or in physical, paper files in Registrar’s Office, or in e-mails within Office 365

Review Schedule – Review once a year, during the summer

**Catalogs** (Public)

The annual Catalog contains the College’s academic programs, student services, regulations, requirements, and procedures.

Retention Schedule – Retain in perpetuity

Storage – Stored in [Acalog](http://catalog.davidson.edu/) and recent versions archived online. A Catalog copy from each year is stored in Archives.

Review Schedule – The Catalog is updated yearly

**Commencement, Baccalaureate, and Convocation Programs** (Public)

The annual Commencement Program lists the names of graduates and proceedings of the day. The Baccalaureate Program and Spring Convocation Program list the order of events for these occasions.

Retention Schedule – Retain in perpetuity

Storage – Stored in Archives (send two Commencement, Baccalaureate, and spring convocation programs from Registrar to Archives each year)

Review Schedule – All programs are produced anew yearly

**Grade Rosters** (Confidential under FERPA)

Grade rosters list the grades for students in a given course.

Retention Schedule – Stored in perpetuity

Storage – Stored in Banner

Review Schedule – At the end of each semester, grade rosters are reviewed for completeness

**Schedule Adjustment Forms** (Confidential under FERPA)

Schedule adjustment forms show records of students who have received special permission to add/drop a course.

Retention Schedule – Retain for one year. The actual add/drop transactions themselves are stored in Banner in perpetuity.

Storage – Stored in paper file

Review Schedule – Reviewed and purged every year in the summer

**Schedule of Classes** (Public)

The schedule of classes shows all courses offered in a given year.

Retention Schedule – Stored in perpetuity

Storage – Stored in Banner in perpetuity. Two years’ worth of class schedules are posted on the Davidson College website. Registrar’s Office will send yearly class schedule data to Archives.

Review Schedule – The class schedule is reviewed several times a year for accuracy.

**Senior Class Grade Profile** (Public)

The senior class grade profile shows aggregate GPA, major, and minor information from the graduating class.

Retention Schedule – Retain in perpetuity

Storage – Stored on the College website and in Archives (Registrar’s Office sends this over each year)

Review Schedule – Review every 10 years to see if older versions should be stored in Google Drive

**Student Files** (Confidential under FERPA)

The student’s electronic file contains miscellaneous correspondence, transcripts from other institutions, pre-matriculation materials, degree audit exceptions, FERPA requests, grade changes, independent study forms, leave notices, major/minor declarations, pass/fail forms, transfer credit awards, and VA benefit information.

Retention Schedule – Retain in perpetuity

Storage – Stored in Etrieve

Review Schedule – Before items are scanned into a student’s record, they are reviewed for indexing accuracy.

**Student Transcripts** (Confidential under FERPA)

The student’s transcript is their official academic record and contains a listing of all grades.

Retention Schedule – Stored in perpetuity

Storage – Stored in Banner since mid-1990s. Older transcripts are stored in Etrieve or in the Archives.

Review Schedule – Reviewed regularly for accuracy, especially prior to graduation.

**Verification of Enrollment Forms** (Not confidential, but not public either)

Verification of enrollment forms are completed for students needing to prove their enrollment status to an entity such as a health or car insurance company.

Retention Schedule – Retain for 3 months

Storage – Stored in paper file

Review Schedule – Reviewed and purged every 3 months

**Technology Notes**

Banner, Etrieve, and Office365 data is backed up nightly onto off site storage. Google Drive data is protected via encryption and can be restored for up to 30 days.