

# University Records

SCHEDULE NUMBER	SERIES TITLE	DESCRIPTION	DISPOSITION INSTRUCTIONS	DATE APPROVED
G242	Library, Patron Records	Includes faculty, staff, emeritus, and student tracking of overdue materials, access, and circulation privileges for notice of availability.	Hold until superseded, then dispose of outdated information.	4/17/2025
G243	Library, Interlibrary Requests	Completed forms and related documentation to lend or borrow items from other libraries.	Hold until verification of item returned to source library, then dispose.	4/17/2025
G244	Library, Reproduction Forms	Includes forms related to camera use, digital reproduction, and photocopy orders to fulfill requests for the reproduction of an item or image in the collections. Documentation includes patron's contact information, item(s) requested, preferred resolution, format, anticipated use, terms of agreement, and delivery details.	Hold ten (10) years, then dispose.	4/17/2025
G245	Library, Exhibition Records	Includes incoming and outgoing exhibition contracts, parties involved, exhibition fees, dates, locations, security requirements, climate control mandates, intellectual property, copyright statements, insurance conditions, travel and set up fees, shipping and receiving files, and related materials.	Hold twelve (12) years, then dispose.	4/17/2025

G248	Registrar: Permanent Student Records	Includes class rosters, requests for nondisclosure forms, state residency verification files, Student Master File, permanent grade cards, AP/CLEP, Challenge Exam, Transcripts, Transfer Credit Evaluations, University Withdrawals, Student's Written Consent for Records Disclosure, Request for Disclosure Files, Race/Ethnicity Reporting Files, Student Class Schedules, Name Change Authorization, Rights of Access Waiver form, Transcript Request, Biographical Student Data, Veterans Administration Certifications, Student Course Cancellation, Code of Conduct Disciplinary Action, Graduation Applications, Grade Rosters, Grade Appeal/Complaint Files, Graduation List (Approved), Reinstatement Forms, Academic Authority Charts, Commencement Programs.	Hold permanently.	4/17/2025
G249	All Departments & Offices. Tests, Examinations & Quizzes	Series includes all tests, examinations, quizzes, examination forms, and graded test examinations given to students by instructors.	Hold one (1) year after course completion, then dispose.	4/17/2025