

Logan University

Student Records Retention Policy

Policy AA. 001

Policy Number: AA.001

Effective Date: 2/1/2026

Approval Date: 2/23/2026

Revised Date: N/A

Purpose: The purpose of this policy is to ensure that necessary student records and documents are adequately protected and maintained and to ensure that records that are no longer needed or of no value are discarded at the appropriate time.

Additional Authority: 34 C.F.R. – Title IX Regulations

Scope: All faculty, staff, administrators and other employees who manage academic records and information resources in all formats, including but not limited to paper records, electronic records and data located within our student information system.

Responsible Executive: President/Provost/CFO/Registrar

Offices Responsible for Reviewing this Policy: President, Provost, Finance, Registrar's Office, Financial Aid

Recipients: Employees of Logan University

Publications: University Catalog, Website

Definitions:

Non-Records – certain categories of materials are not considered records.

- Stocks of printed or reproduced document kept for supply purposes when file copies have been retained for record purposes; for example, handbooks or manuals prepared for the instruction of a particular course.
- Books, periodicals, newspapers, and other library and museum materials made or acquired and preserved solely for reference or exhibition purposes.
- Duplicate microfilm
- Preliminary drafts of letters, memoranda, reports, worksheets, and informal notes which do not represent significant basic steps in the preparation of the record document.
- Convenience copies of records, memoranda, etc., for which your office was not the originator or the office of record, and which have not been annotated by your office.

When there is any doubt as to whether or not any document (paper or other format), record, or group of records is a University record, it should be considered an official record until determined otherwise.

Record – Record shall be interpreted to mean: By law, University records are any papers, books, photographs, tapes, films, recordings, or other documentary materials, or any copies thereof, regardless of physical form or characteristics, made, produced, executed, or received by any

department or office of the University or by any academic or administrative staff member in connection with the transaction of University business, and retained by that agency or its successor as evidence of its activities or functions because of the information contained therein. University records include the data generated via automated information systems. If your office has developed a computer application to manage some particular facet of its operations, the information in that system is considered a University record, whether or not you generate any actual paper or hard copy from it.

Policy Title

Student Records Retention Policy

Policy Statement

It is the University’s policy regarding the retention and disposition of Logan University student records to comply with local, state and federal laws. The purpose of this policy is to ensure that necessary student records and documents are adequately protected and maintained and to ensure that student records that are no longer needed or of no value are discarded at the appropriate time.

This policy applies only to departments having primary responsibility for the specific student records contained in this policy. This policy applies to all student records generated in the course of the University’s operation, including both original documents and reproductions and regardless of format, whether they be paper, electronic or stored on computer or microform (e.g. microfilm, microfiche, magnetic tapes and CD-ROM). This policy does not apply to student records of individual faculty members except as such records may apply to the University’s official business rather than the faculty member’s research or teaching. The University encourages record retention in an electronic format whenever possible.

Record Type	Minimum Retention Period
Academic Actions	5 years from graduation or date of last attendance
Advance Placement Records	5 years from graduation or date of last attendance
Applications for Admission/Readmission (Matriculating Students) and Related Records (High School Transcripts, SAT/ACT, Letters of Recommendation, College Transcripts, TOEFL, etc.)	5 years from graduation or date of last attendance
Application for Admissions/Readmission (Non-matriculating Students) and Related Records (High School Transcripts, College Transcripts, etc.)	5 years from graduation or date of last attendance
Change of Grade Requests	Permanent
Class Lists	Permanent
Commencement Programs/Diploma Copies	Permanent
Course Catalogs	Permanent
FERPA Requests	To be kept for the life of the student record file
Grades	Permanent
Graduation Lists	Permanent
Student Class Schedules	1 year from graduation or date of last attendance
Transcript Requests	1 year from submission date
Transcripts	Permanent
Transfer Credit Requests	5 years from graduation
Withdrawal/Leave of Absence	Permanent
VA Documents	5 years from graduation or last date of attendance

Student Disciplinary Actions	5 years from graduation or date of last attendance
Student Financial Aid Records	5 years from graduation or date of last attendance
Student Account Records	5 year from graduation or date of last attendance
Student Disability Records	5 years from graduation or date of last attendance
Student Photo ID	5 years from graduation or date of last attendance
Title IX Records	7 years from date of resolution

Procedures

Administration:

The Provost's Office governs the retention and disposition of the University student records. The student records committee consists of the following: University Vice Presidents.

The student records committee is authorized to perform the following functions:

- Identify and evaluate which records should be retained;
- Consider requests for changes in retention periods or deviations from specified retention periods; and
- monitor all departments for compliance with the record retention and disposition program.

Every August, each office or department will:

- Evaluate the files and/or records for which they are responsible;
- Compare these files and/or records to those listed or referenced in the Record Retention Policy;
- Determine which files and/or records are to be destroyed in accordance with this policy;
- Determine which files and/or records are to be transferred for permanent retention in accordance with this policy; and
- Regularly review this policy to determine the need for changes in the retention periods or policy.

Requests for changes in retention periods or deviations from specified retention periods should be made to the Provost or CFO.

Records can have historical value, even when no longer of immediate administrative value. If an office or department has any doubt if a record should be maintained that individual should be directed to the Provost or CFO before destroying any documents.

In the event of a governmental audit, investigation, or pending litigation, record disposition may be suspended at the direction of the department. In addition, the University counsel should be informed upon notification of any such audit, investigation or litigation.

Other Notes
