

Provost and Vice Chancellor for Academic Affairs
Academic Counseling and Advising
Special Services

602.01 Mid-term Grade Sheets (Duplicates)

Dates: 1987- 2011
Volume: 12 Cubic Feet
Annual Accumulation: 1 Cubic Foot
Arrangement: Chronological/Alphabetical

Data includes the name of the student, social security number, assigned grade test data, and comments.

Recommendation: Retain in office for five (5) years following date of last attendance or graduation, then destroy in a secure fashion providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 08/20/08

602.02 Student Tutorial Files (Originals)

Dates: 1987-
Volume: 11 Cubic Feet
Annual Accumulation: 1 Cubic Foot
Arrangement: Alphabetical by Topic

Contents include the sign in sheets, log achievement sheets, and syllabi.

Recommendation: Retain in office for five (5) years following date of last attendance or graduation, then destroy in a secure fashion providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 08/20/08