

Special Schedule #4

Records of the Student Affairs Office

The Student Affairs Office provides leadership to the Student Affairs departments and works directly with students, faculty and staff to provide services and programs that support the academic mission of the College and enhance student life at Albion. The Office assumes responsibility for assessing student needs and developing programs and policies to meet those needs, administering the judicial system, advising Student Senate, and providing general assistance to students.

Within the Student Affairs Office are the following positions: Vice President for Student Affairs & Dean of Students, Associate Dean of Students, Administrative Assistant, and Secretary. The Student Affairs Office oversees the following departments: Campus Programs and Organizations, Campus Safety, Career Development, First Year Experience, Multicultural Affairs, Intervention and Prevention Services, Counseling Services, Student Health Services, and Residential Life.

GENERAL FILES. These files include general reference materials **not** created as a by-product of office activities or in order for the activities of the office to occur.

ADMINISTRATIVE FILES. These files include reports, mission statements, budgets, policies, special projects, correspondence, and other working documents concerning the activities of the office and created as a by-product of office activity.

EDUCATION RECORDS. Those records that are directly related to a student and maintained by an educational institution or by a party acting for the institution. The term includes records relating to an individual in attendance at the institution who is employed as a result of his/her status as a student. The term does not include those records that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record; records of the law enforcement unit of an educational institution; records relating to an

individual who is employed by an educational institution that are made and maintained in the normal course of business, relate exclusively to the individual in his/her capacity as an employee, and are not available for use for any other purpose; records of a student, who is 18 years of age or older, that are made or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in a paraprofessional capacity; are made, maintained or used in connection with treatment of the student and disclosed only to individuals providing the treatment; records that only contain information about an individual after he/she is no longer a student of that institution. *(From FERPA definition)*

Description	Retention Period	Disposition
Electronic Documents <i>(Official Copy)</i>	Depends on subject <i>(See following descriptions)</i>	
Annual Budgets	5 years	Archives
Audits/Audit Questions	5 years/Until resolved	Destruction
College Publications <i>(Office is Creator - This includes Web documents)</i>		
Office Copy	Reference Value Period	Destruction
Official Copy	3 Years	Destruction
Official Copy	Time of Publication	Archives
Correspondence		
General/Subject Files	3 Years	Archives
	<i>(Communication that documents the planning, implementation, and evaluation of the major activities, functions, projects and programs of the office. This communication has historical, long-term value.)</i>	
Routine Files	1 year	Destruction
	<i>(General inter/intra and non-institutional office communication that deals with the operation of a campus unit and its personnel. This communication can be in the form of notes, memos, or letters that have no historical value, only short-term value.)</i>	
Data Sets <i>(Data provided to college Guides such as US News & World Report)</i>		
Official Copy	10 Years	Archives
Office Copy	Reference Value Period	Destruction

Description	Office Retention Period	Disposition
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Electronic Mail & Word Processing Copies	6 Months After Official Copy is Completed	Destruction
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(Copies used for dissemination, revision, or updating that are maintained in addition to the official copy but that have no further administrative value once the official copy is made – i.e., copies maintained in personal files, personal electronic mail directories, personal hard disk or network drives, or on shared network drives used only to produce the official copy.)

Enrollment Records	5 Years after Last Activity	Destruction
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Forms Files	5 Years after Form is Superceded or Discontinued	Destruction
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Job Descriptions	2 Years After Superceded/ Position Abolished	Destruction
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Meeting Minutes and Agenda	3 Years	Archives
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Memoranda	3 Years	Archives
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Office Administration Files	2 Years	Destruction
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(Records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists – i.e, receipts, procedures, training, supplies – does NOT include organizational charts and functional statements)

Description	Office Retention Period	Disposition
Personnel Files		
Official Copy	Term + 30 Days	Archives
Supervisors Copy	Term + 3 years	Destruction
Promotion/Tenure/Evaluation	Term + 3 years	Destruction
Medical	Term + 30 Years	Destruction
Policy and Procedure Statements		
Office Copy	5 Years After Superseded	Destruction
Official Copy	Time of Publication	Archives
Official Copy	3 Years After Superseded	Office
Records of Other Departments	Reference Value Period	Destruction
Records of Student Groups	5 Years	Archives
Reference or Planning Files	Reference Value Period	Destruction
<i>(These files are used in-house as reference. It contains pamphlets, notes, magazines, books, etc. about topics that employees need to reference to complete their tasks.)</i>		
Reports <i>(Official)</i>		
Annual/Summary	Permanent	Office
	Time of Publication	Archives
Periodic	1 Year until Annual Report	Archives
Special Studies	Reference Value Period	Office
	Time of Publication	Archives
Scripts of Speeches/Presentations	1 Year	Archives

Description	Office Retention Period	Disposition
Student Files		
Disciplinary Action/Expulsion	50 Years	Destruction
Education Records	5 Years from Last Activity	Destruction
Foreign Students	5 Years from Last Activity	Registrar
<i>(Files may contain original documents from other countries – Add to student's official file)</i>		
Incomplete Degrees	3 Years from Last Activity	Destruction
Information not Covered by FERPA	5 Years from Last Activity	Archives
Information Gathered Post-Term	Reference Value Period	Archives

Disposition Instructions: Maintain records in office one year current and one year past. Transfer inactive files, records with retention periods beyond 1-2 years, to Mudd attic cage for eventual appraisal and disposition. Transfer materials for permanent retention to the College Archives. Destroy in office when life cycle of the document ends.

Records Not Included on This Schedule: In the event that materials not identified on this schedule exist in this unit/department, do not assume that they are then unnecessary to the documentary mission of the Records Management Program and destroy them. Consult the Archivist per their retention and disposition. Additions may need to be made to this records schedule for this unit/department as a result.