

Administrative Data and Student Records Retention Schedule

Our Data Retention Schedule has been adapted from CSU Sacramento Data Retention Schedules.

Foundry College reserves the right to regularly update this document. The date of the latest update is included in the footer.

Admissions	Retention Period
Admission letters and emails (including admission, denial, or waitlist)	3 years after graduation or for those who terminate study with us, three year after the end of the trimester when they left the program.
Correspondence, relevant	3 years after graduation or for those who terminate study with us, three year after the end of the trimester when they left the program.
Application for admission (or Readmission)	3 years after graduation or for those who terminate study with us, three year after the end of the trimester when they left the program.
Credit by examination (Reports/scores on Advanced Placement, CLEP, etc.)	Until administrative need is satisfied
Military Documents	3 years after graduation or for those who terminate study with us, three year after the end of the trimester when they left the program.
Release from high school or Dual Enrollment forms	3 years after graduation or for those who terminate study with us, three year after the end of the trimester when they left the program.
Transcripts (high school)	3 years after graduation or for those who terminate study with us, three year after the end of the trimester when they left the program.
Transcripts (other colleges)	3 years after graduation or for those who terminate study with us, three year after the end of the trimester when they left the program.

Student Academic Records	Retention Period
Academic/Coaching advisement records	3 years after graduation or for those who terminate study with us, three year after the end of the trimester when they left the program.
Academic warning (notice of academic action related to academic non-performance/deficiency)	3 years after graduation or for those who terminate study with us, three year after the end of the trimester when they left the program.
Academic suspension (notice of academic action related to academic non-performance/deficiency)	Permanent
Academic integrity code violations - with sanctions (notice of violation of academic integrity policies including sanctions , if any)	Permanent
Academic Records - miscellaneous (narrative evaluations, competency assessments, etc.)	Permanent
Correspondence, student (Related to academic records, inquiries)	3 years after graduation or for those who terminate study with us, three year after the end of the trimester when they left the program.
Grievance/complaint by student (various course/exam related issues, not grade of FERPA disputes)	Until administrative need satisfied
Leave of absence	Until administrative need satisfied
Changes to major pathway, course extensions, etc.	Until administrative need satisfied
Petitions (exceptions to academic rules)	Until administrative need satisfied
Transcripts	Permanent
Enrollment verifications (verifications of enrollment, graduation, GPA, and other related academics)	Until administrative need satisfied
Transcript requests (Official transcript requests by student)	Until administrative need satisfied
Application for degree or other credential (degree application, record of degree name, etc.	3 years after graduation or for those who terminate study with us, three year after the end of the trimester when they left the program.
Graduation lists (lists of graduates for graduating class)	Permanent
Substitutions/waivers (approval to meet program requirements with administrative action)	Until administrative need satisfied

Exams and Assessments	One year after graduation or for those who terminate study with us, one year after the end of the trimester when they left the program.
Mastery appeal/complaint (student final grade dispute)	Until administrative need satisfied
Mastery Record on FORGE- record of students in course and work completed	Five years after course completion
Name change authorizations	Until administrative need satisfied
Personal data information forms (change of address, race/ethnicity questionnaires, and other demographic data)	Until administrative need satisfied
Transfer credit evaluations	Until administrative need satisfied
Class schedules (student schedules for each term)	Until administrative need satisfied
Class Attendance	Until administrative need satisfied
Class lists (record of class rosters for each term)	Until administrative need satisfied
Course repeat form/approval	Until administrative need satisfied
Enrollment changes (record of student add/drop/withdraw from class)	Until administrative need satisfied
Hold or encumbrance authorizations (Registration and transcript holds)	Until administrative need satisfied
Registration/enrollment records (initial registration forms, current enrollment records)	Until administrative need satisfied
Withdrawal/cancellation of enrollment records (record of request to withdraw from all classes)	Until administrative need satisfied
Electronic Data - Data change logs (electronic log of changes to enrollment and other data, including date/time stamp information and user that changed data if that data is maintained separately in system)	10 years
Electronic Data - Emails and other electronic communications that authorize academic/enrollment actions and/or provide directory/non directory information about a student.	Until administrative need satisfied
Electronic Data - Enrollment data (Electronic records of enrollment in classes, including records of drop, add and enrollment change activity.	10 years

Electronic Data - Mastery data (Electronic record of submitted grades and grade changes, including date/time stamp and user data)	Permanent
Electronic Data - Student Demographic Information (electronic student data including student characteristics, date of birth, former names, address information, photo ID and ethnic information, etc.)	50 years
Catalogs (Published annually or bi-annually, record of courses, degrees, and programs of study offered)	Permanent
Degree Statistics (record of degrees granted by institution per graduation term and/or annually)	Permanent
Enrollment Statistics (Per term report of enrolled by students, e.g. by class, by course, totals, headcount, and FTE)	Permanent
Mastery distribution and other mastery statistics (Report of grades given, including summary grade point statistics by class)	Permanent
Instructor evaluations (by students)	one semester or until administrative need is satisfied
Race/ethnicity reporting (report of student enrollment, graduation, and other metrics by race and ethnic origin)	Permanent

Student Conduct Records	Retention Period
Violations of Student Conduct Policies that Require Reporting	7 years from date of incident
Disciplinary Expulsion	Permanently noted on transcript. Permanently retain judicial case records.
Disciplinary Probation	Beginning and end date for the period of time that the probation is in effect is entered on student's transcript. Retain judicial case records seven years from the date the sanction was imposed, extending the period of retention in cases where the student is involved in a subsequent offense.
Disciplinary Suspension, longer than one Academic Year	Permanently noted on transcript. Permanently retain judicial case records.

Disciplinary Suspension, up to one Academic Year	Beginning and end date for the period of time that the suspension is in effect is entered on student's transcript. Retain judicial case records seven years from the date the sanction was imposed, extending the period of retention in cases where the student is involved in a subsequent offense.
Discipline resulting in less severe resolutions than "Disciplinary Probation" and/or do not require notation to student transcript	Retain for the remainder of the student's enrollment at the university or up to five years from the date the matter was resolved, whichever is shorter.

Veteran Records	Retention Period
Veterans administration	3 years after graduation or for those who terminate study with us, three year after the end of the trimester when they left the program.

FERPA	Retention Period
Requests for formal hearings (Student-initiated request for formal hearing regarding amendment of education record)	Permanent, as long as the record is maintained
Requests for and disclosures of personally identifiable information (Necessary for compliance with recordkeeping requirements in FERPA)	Permanent, as long as disclosed record is maintained
Requests for nondisclosure of directory information (Student request to opt-out of directory information disclosure)	Permanent, or until terminated by the student
Statements on consent of records regarding hearing panel decisions (If student request for amendment of record is not granted, then student statement must be maintained in the record, and disclosed whenever the record is disclosed)	Permanent, as long as the record is maintained
Written consent for records disclosure (Student signed, electronic or paper, authorization for disclosure of education record)	Permanent, or 180 days for one-time disclosure consents
Waivers for rights of access (Covers confidential letter and statements of recommendations related to the student's admission, application for employment, or receipt of an honor or honorary	Permanent, or 180 days for one-time disclosure consents

recognition)	
Written decisions of hearing panels (Decisions resulting from formal hearings regarding amendment of education records)	Permanent, as long as the record is maintained

Federal Disclosure Records	Retention Period
College Costs, deamidation, textbook information, transfer credit policy (Complies with the Higher Education Opportunity Act)	3 years from date of required disclosure
Graduation/completion, Transfer Out Data (Complies with Student Right to Know legislation)	3 years from date of required disclosure
Institutional information (Cost of attendance, withdrawal procedures, accreditation, etc.)	3 years from date of required disclosure/end of award year

Audio / Visual	Retention Period
Class Recordings	3 years after the end of the trimester

Administrative	Retention Period
Student Demographics Examples include: Statistics on Degrees, Enrollment, Grades, Race/Ethnicity...	Permanent
Foundry College Policies	Retain as long as the policy is in effect. Archive old policies in separate Drive.
CA Public Records Act Requests	Three years after receipt of the request.

Administrative Correspondence	Retention Period
University Communications Records Examples include: bulletins, publications, annual reports, university newsletters, commencement event records	Retain until no longer of administrative value and then transfer to the appropriate records management authority to determine if the record(s) have historical value and will be archived.
Media/Public Relations Records Examples include: press releases, student newspapers, public relations materials, commencement publicity...	Retain until no longer of administrative value and then transfer to the appropriate records management authority to determine if the record(s) have historical value and will be archived.