Schedule 170-17

UNIVERSITY OF NEBRASKA BOARD OF REGENTS

STUDENT RECORDS

June 19, 2013

Nebraska Records Management Division
3242 Salt Creek Circle
Lincoln, NE 68504
(402) 471-2559
REQUEST FOR APPROVAL OF RECORDS RETENTION AND DISPOSITION SCHEDULE

TO: STATE RECORDS ADMINISTRATOR
STATE OF NEBRASKA

SCHEDULE: 170-17
AGENCY, BOARD OR COMMISSION: UNIVERSITY OF NEBRASKA BOARD OF REGENTS
RECORDS SERIES: STUDENT RECORDS
NEW

PART I – UNIVERSITY OF NEBRASKA STATEMENT:
In accordance with Section 84-1212.01, (Reissue 1999), approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01(2), R.R.S. 1943. The attached Records Retention and Disposition Schedule has been approved by the records officers of the University of Nebraska.

University of Nebraska Records Officer (Print Name)
William F. Lynch III
Signature
DATE: 6/1/13

University of Nebraska General Counsel’s Office (Print Name)
John C. Wiltse
Signature
DATE: 11 June 2013

PART II – ARCHIVAL APPROVAL
The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the University of Nebraska Archives has been recommended for such material, and this schedule is approved as submitted.

University of Nebraska Archives (Print Name)
Mary Ellen Ducey
Signature
DATE: June 12, 2013

PART III – APPROVAL OF AUDITOR OF PUBLIC ACCOUNTS:
The attached schedule has been reviewed, all audit material has been properly identified, and this schedule is approved as submitted.

Signature
DATE: 6/17/13

PART IV – APPROVAL OF STATE RECORDS ADMINISTRATOR:
The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

Nebraska State Records Administrator (Print Name)
John A. Gale
Signature
DATE: 4/19/13
INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guideline for storing and disposing of agency records, **regardless of the media on which they reside**, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. State Agencies General Records Schedule No. 124 contains those records common to most state government agencies. This schedule takes precedence over General Records Schedule 124.

This schedule provides ongoing authority to dispose of paper records that do not have a permanent retention period after electronic copies have been made in accordance with Neb. Rev. Stat. § 25-12,112 (Reissue 1995) and to dispose of paper or electronic records once the record’s retention period has expired unless it is subject to a legal hold. The University of Nebraska assumes the responsibility to migrate these electronic records to a new system, software, and/or storage medium when the current system, software, and/or storage medium become obsolete, to ensure that this information remains accessible for the entire required retention period.

**DISPOSING OF RECORDS**

1. Check your schedules to see what the retention period is.

2. Dispose of records that have met their retention periods unless they are subject to a legal hold.

   This report establishes that the destruction was performed in your normal course of business.

**Nebraska Secretary of State**
**Records Management Division**
3242 Salt Creek Circle
Lincoln, NE  68504
SOS.RecordsManagement@nebraska.gov
402-471-2559

**QUESTIONS**

If you have any questions about these procedures, please contact the Director of University Records.
SCHEDULE 170-17 – UNIVERSITY OF NEBRASKA BOARD OF REGENTS – STUDENT RECORDS

General Guidance:

UNIVERSITY RECORD - The single authorized copy of and belonging to the University, regardless of physical form or characteristics, kept by the custodian charged with creating or maintaining the record copy.

RETENTION - Retention requirements are for all University records, regardless of the media on which they reside, unless otherwise noted.

E-MAIL AS A RECORD - E-mail is not a record series or item, but is a means of conveying information. E-mail retention is based upon the content and context of the e-mail message, not the fact that it is an e-mail message.

ANNOTATED OR ALTERED DUPLICATE COPIES - Any duplicate of a University record that has been annotated or altered is a distinct record and therefore subject to the requirements of University retention schedules.

WHILE CONSIDERED ESSENTIAL - A preservation duplicate of the University record may be made and retained while its retention is considered essential to protect the rights and interests of persons or to establish or affirm the powers and duties of the University in the resumption of operations after a disaster.

PRESERVATION HOLD - No destruction of University records may take place while there is a Preservation Hold in effect.

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<tr>
<td>170-17-1</td>
<td>ADMISSIONS RECORDS</td>
<td>ADMISSIONS RECORDS / APPLICATION DATA (APPLICANTS NOT ENROLLING) Records may include but are not limited to: applications for admission, acceptance or rejection letters, advance placement test records/scores, entrance exam reports/scores, medical records, readmission forms, recruitment materials, test scores, transcripts from high school and/or other colleges, military documents, international student documents.</td>
<td>1 YEAR After application term</td>
<td>Admissions Office UNK, UNL, UNO Colleges / Schools UNMC</td>
<td>8 CFR 214.3 (g) 22 CFR 62.10 (h) Some data related to an application for admission may need to be retained to support other University records.</td>
</tr>
<tr>
<td>170-17-2</td>
<td>ADMISSIONS RECORDS</td>
<td>ADMISSIONS RECORDS / APPLICATION DATA (APPLICANTS WHO ENROLL) Records may include but are not limited to: applications for admission, acceptance letters, advance placement test records/scores, entrance exam reports/scores, medical records, readmission forms, recruitment materials, test scores, transcripts from high school and/or other colleges, military documents, international student documents.</td>
<td>5 YEARS After degree completed OR date of last attendance (whichever is sooner)</td>
<td>Admissions Office UNK, UNL, UNO Colleges / Schools UNMC</td>
<td>8 CFR 214.3 (g) 22 CFR 62.10 (h) Some data related to an application for admission may need to be retained to support other University records.</td>
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| 170-17-3    | ADMISSIONS RECORDS | LETTERS OF RECOMMENDATION (APPLICANTS NOT ENROLLING)  
May also include other evaluative records. | 1 YEAR     
After application term | Admissions Office  
UNK, UNL, UNO  
Colleges / Schools  
UNMC |  |
| 170-17-4    | ADMISSIONS RECORDS | LETTERS OF RECOMMENDATION (APPLICANTS WHO ENROLL)  
May also include other evaluative records. | Destroy after student matriculates | Admissions Office  
UNK, UNL, UNO  
Colleges / Schools  
UNMC |  |
| 170-17-5    | ADMISSIONS RECORDS | ANNUAL REPORTS (GENERAL)  
Annual statistical reports concerning admissions activities, programs, and scholarships. | 10 YEARS     
After current calendar year - December 31 | Admissions Office  
UNK, UNL, UNO  
Colleges / Schools  
UNMC | Archival review |
| 170-17-6    | ADMISSIONS RECORDS | RECRUITMENT MATERIALS (GENERAL)  
May include brochures, catalogues, etc. dealing with admissions, programs, and scholarships. | 3 YEARS     
After application term | Admissions Office  
UNK, UNL, UNO  
Colleges / Schools  
UNMC | Archival review |
| 170-17-7    | COMPUTER SYSTEM RECORDS / DATA | SOCIAL NETWORKING SITES | | | See: Website Records, Item 170-17-9 |
| 170-17-8    | COMPUTER SYSTEM RECORDS / DATA | STUDENT INFORMATION SYSTEM (SIS)  
Records may include (1) basic student data; (2) information on academics, financial matters and other aspects of student life. | Follow retention requirements already in place in Schedule 170-17 or other University specific schedules | | See also:  
170-2 Patient Records  
170-6 Student Housing Records  
170-18 Security, Police and Parking Records |
| 170-17-9    | COMPUTER SYSTEM RECORDS / DATA | WEBSITE RECORDS  
May include (1) Internet websites established and maintained by the University; (2) posts to social networking websites such as blogs, wikis, Facebook, Twitter, etc. | Follow retention requirements already in place in Schedule 170-17 or other University specific schedules | | See also:  
170-2 Patient Records  
170-6 Student Housing Records  
170-18 Security, Police and Parking Records |
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<tr>
<td>170-17-10</td>
<td>FERPA COVERED RECORDS / DATA</td>
<td>FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT COMPLIANCE (FERPA) Records that document Family Educational Rights and Privacy Act compliance and may include but not limited to requests for formal hearings, written decisions of hearing panel, student statements on content of records regarding hearing panel decisions.</td>
<td>PERMANENT</td>
<td></td>
<td>20 U.S.C. § 1232g 34 CFR Part 99</td>
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<tr>
<td>170-17-11</td>
<td>FERPA COVERED RECORDS / DATA</td>
<td>STUDENT REQUESTS FOR DISCLOSURE / NONDISCLOSURE / WAIVER OF RIGHTS OF ACCESS RECORDS Records may include written requests for records disclosure; nondisclosure of directory information; waivers for rights of access.</td>
<td>Until terminated by the student OR permanent (whichever is sooner)</td>
<td></td>
<td>20 U.S.C. § 1232g 34 CFR Part 99</td>
</tr>
<tr>
<td>170-17-12</td>
<td>FINANCIAL AID RECORDS</td>
<td>ANNUAL STATISTICAL AND SUMMARY REPORTS Annual statistical reports created for the US Department of Education or the University.</td>
<td>PERMANENT</td>
<td>Financial Aid</td>
<td>Archival review</td>
</tr>
<tr>
<td>170-17-14</td>
<td>FINANCIAL AID RECORDS</td>
<td>AWARDS, GRANTS, FELLOWSHIPS, AND SCHOLARSHIPS (SUCCESSFUL APPLICANTS) Applications, transcripts, evaluative records, award letters, etc. (including Federal Work Study and Federal Supplemental Educational Opportunity Grants).</td>
<td>5 YEARS After degree completed OR date of last attendance (whichever is sooner)</td>
<td>Financial Aid</td>
<td>Federal Work Study: 34 CFR 675.19 Supplemental Educational Opportunity Grant: 34 CFR 676.19</td>
</tr>
<tr>
<td>170-17-15</td>
<td>FINANCIAL AID RECORDS</td>
<td>CREDIT BUREAU REPORTS Documents holders of student loans that have been reported to credit bureaus due to past due accounts.</td>
<td>3 Years After collected OR deemed uncollectible (whichever is sooner)</td>
<td>Financial Aid</td>
<td></td>
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<td>170-17-16</td>
<td>FINANCIAL AID RECORDS</td>
<td>FISCAL RECORDS: TITLE IV, HEA PROGRAMS</td>
<td>5 YEARS After award calendar year - December 31 - If not being audited</td>
<td>Financial Aid</td>
<td>Fiscal records outlined in 34 CFR 668.24(b)</td>
</tr>
<tr>
<td>170-17-17</td>
<td>FINANCIAL AID RECORDS</td>
<td>PROGRAM RECORDS: TITLE IV, HEA PROGRAMS</td>
<td>5 YEARS After award calendar year - December 31 - If not being audited</td>
<td>Financial Aid</td>
<td>Program records outlined in 34 CFR 668.24(a)</td>
</tr>
<tr>
<td>170-17-18</td>
<td>FINANCIAL AID RECORDS</td>
<td>STUDENT LOAN RECORDS</td>
<td>5 YEARS After loan repaid, canceled, or assigned to Dept. of Education if not audited</td>
<td>Financial Aid</td>
<td>Student Assistance General Provisions: 34 CFR 668.24 Perkins Loans: 34 CFR 674.19 Health Professionals: 42 CFR 57.215</td>
</tr>
<tr>
<td>170-17-19</td>
<td>FINANCIAL AID RECORDS</td>
<td>STUDENT LOANS RECORDS: EXTERNAL, SUCH AS FFEL, PLUS, STAFFORD, AND DIRECT LOANS</td>
<td>3 YEARS After degree completed OR date of last attendance (whichever is sooner)</td>
<td>Financial Aid</td>
<td>FFEL: 34 CFR 682 Stafford: 34 CFR 682 William D. Ford Direct: 34 CFR 685</td>
</tr>
<tr>
<td>170-17-20</td>
<td>FINANCIAL AID RECORDS</td>
<td>VETERANS’ BENEFITS</td>
<td>3 YEARS After degree completed OR date of last attendance (whichever is sooner)</td>
<td>Financial Aid</td>
<td></td>
</tr>
<tr>
<td>170-17-21</td>
<td>REGISTRATION AND ACADEMIC PROGRESS RECORDS</td>
<td>ACADEMIC ACTION RECORDS</td>
<td>5 YEARS After degree completed OR date of last attendance (whichever is sooner)</td>
<td>Registrar</td>
<td>These University records are maintained separate from the student’s academic record.</td>
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| 170-17-22  | REGISTRATION AND ACADEMIC PROGRESS RECORDS | ACADEMIC ADVISING RECORDS  
Documentation of student advising by faculty and/or staff including recommendations for course selection, degree programs, etc. | 5 YEARS  
After degree completed OR date of last attendance (whichever is sooner) | | |
| 170-17-23  | REGISTRATION AND ACADEMIC PROGRESS RECORDS | APPLICATIONS FOR GRADUATION  
Student applications for graduation. | 2 YEARS  
After degree completed OR date of last attendance (whichever is sooner) | Registrar | |
| 170-17-24  | REGISTRATION AND ACADEMIC PROGRESS RECORDS | BACKGROUND CHECKS - STUDENT TEACHERS  
Requests for, and results of, criminal and other background checks on students for use in their program or externships. | 5 YEARS  
After degree completed OR date of last attendance (whichever is sooner) | | These University records are maintained separate from the student’s academic record.|
| 170-17-25  | REGISTRATION AND ACADEMIC PROGRESS RECORDS | CERTIFICATIONS / LICENSES  
Records supporting application for professional certificates or licenses. | 5 YEARS  
After degree completed OR date of last attendance (whichever is sooner) | | |
| 170-17-26  | REGISTRATION AND ACADEMIC PROGRESS RECORDS | COMMENCEMENT PROGRAMS - CAMPUS  
The official campus commencement program and the records used in its creation. | PERMANENT | | Archival review |
| 170-17-27  | REGISTRATION AND ACADEMIC PROGRESS RECORDS | COMMENCEMENT PLANNING RECORDS - CAMPUS  
Records related to campus commencement program event planning and logistics. | 5 YEARS  
After commencement ceremony | | Archival review |
| 170-17-28  | REGISTRATION AND ACADEMIC PROGRESS RECORDS | COURSE CHANGE RECORDS  
May include add/drop forms and related records. | 5 YEARS  
After degree completed OR date of last attendance (whichever is sooner) | Registrar | |
| 170-17-29  | REGISTRATION AND ACADEMIC PROGRESS RECORDS | CREDIT / NO CREDIT APPROVALS: AUDIT, PASS / FALL, ETC.  
Signed request forms. | 5 YEARS  
After degree completed OR date of last attendance (whichever is sooner) | Registrar | |

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<tr>
<td>170-17-30</td>
<td>REGISTRATION AND ACADEMIC PROGRESS RECORDS</td>
<td>CURRICULUM CHANGE REQUESTS AND AUTHORIZATIONS Signed request and authorization forms and other relevant documentation.</td>
<td>5 YEARS After degree completed OR date of last attendance (whichever is sooner)</td>
<td>Registrar</td>
<td></td>
</tr>
<tr>
<td>170-17-31</td>
<td>REGISTRATION AND ACADEMIC PROGRESS RECORDS</td>
<td>DIPLOMA, DEGREE AND CERTIFICATE MAILING VERIFICATION RECORDS Documents students’ requests to have diplomas, degrees, certificates, and other graduation records distributed to specific addresses.</td>
<td>1 YEAR</td>
<td>Registrar</td>
<td></td>
</tr>
<tr>
<td>170-17-32</td>
<td>REGISTRATION AND ACADEMIC PROGRESS RECORDS</td>
<td>DIPLOMAS, DEGREES AND CERTIFICATES - NOT PICKED-UP OR RETURNED Diplomas, degrees, certificates, and other graduation records that are not picked-up or returned to the University because of a bad address or other problem encountered in mailing.</td>
<td>5 YEARS After commencement ceremony</td>
<td>Registrar</td>
<td></td>
</tr>
<tr>
<td>170-17-33</td>
<td>REGISTRATION AND ACADEMIC PROGRESS RECORDS</td>
<td>EXAMINATIONS, TESTS, TERM PAPERS AND HOMEWORK RECORDS Documents student subject mastery. Records may include: examinations and answers; quizzes and answers; homework assignments; course papers; term papers; essay assignments, etc.</td>
<td>1 TERM After completion for uncontested grade results</td>
<td>Registrar</td>
<td></td>
</tr>
<tr>
<td>170-17-34</td>
<td>REGISTRATION AND ACADEMIC PROGRESS RECORDS</td>
<td>EXAMINATIONS, TESTS, TERM PAPERS AND HOMEWORK RECORDS - CONTESTED Documents student subject mastery. Records may include: examinations and answers; quizzes and answers; homework assignments; course papers; term papers; essay assignments, etc.</td>
<td>1 TERM After contested grade results resolved</td>
<td>Registrar</td>
<td></td>
</tr>
<tr>
<td>170-17-35</td>
<td>REGISTRATION AND ACADEMIC PROGRESS RECORDS</td>
<td>GRADE / PROGRESS REPORTS Records related to grade/progress reports.</td>
<td>1 YEAR After date distributed</td>
<td>Registrar</td>
<td></td>
</tr>
<tr>
<td>170-17-36</td>
<td>REGISTRATION AND ACADEMIC PROGRESS RECORDS</td>
<td>GRADUATION AUTHORIZATIONS Records related to certifying completion of degree requirements.</td>
<td>5 YEARS After degree completed OR date of last attendance (whichever is sooner)</td>
<td>Registrar</td>
<td></td>
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| 170-17-37   | REGISTRATION AND ACADEMIC PROGRESS RECORDS  | GRADUATION LISTS  
Lists of individuals who have successfully completed the degree requirements and have been graduated from the University. | PERMANENT                  |                  | Archival review     |
| 170-17-38   | REGISTRATION AND ACADEMIC PROGRESS RECORDS  | I-FORMS  
Completed I-Forms signed by the student and instructor. | 1 YEAR  
After end of course | Registrar         |                      |
| 170-17-39   | REGISTRATION AND ACADEMIC PROGRESS RECORDS  | INDEPENDENT STUDY RECORDS  
Documents department approval for students to enroll in independent study courses. | 5 YEARS  
After degree completed  
OR date of last attendance (whichever is sooner) |                  |                      |
| 170-17-40   | REGISTRATION AND ACADEMIC PROGRESS RECORDS  | INTERNSHIP PROGRAM RECORDS  
Records related to student internship, practicum and cooperative education programs. Programs may be within the University or off campus and for class credit and/or pay. | 5 YEARS  
After degree completed  
OR date of last attendance (whichever is sooner) |                  |                      |
| 170-17-41   | REGISTRATION AND ACADEMIC PROGRESS RECORDS  | MEDICAL STUDENT PERFORMANCE EVALUATION  
Evaluation of medical students’ academic and/or professional performance. | PERMANENT (WITH TRANSCRIPT) | UNMC Registrar  | Unique to Medical School |
| 170-17-42   | REGISTRATION AND ACADEMIC PROGRESS RECORDS  | NAME CHANGE AUTHORIZATIONS  
Records concerning student name changes that are reported to the University. | 5 YEARS  
After degree completed  
OR date of last attendance (whichever is sooner) | Registrar         |                      |
| 170-17-43   | REGISTRATION AND ACADEMIC PROGRESS RECORDS  | ROTC CADET RECORDS  
Records related to a student enrolled in a ROTC Program. | 5 YEARS  
After degree completed  
OR date of last attendance (whichever is sooner) |                  |                      |
| 170-17-44   | REGISTRATION AND ACADEMIC PROGRESS RECORDS  | STATE BAR VERIFICATION FORMS  
Forms from Nebraska and other states’ bar board used to verify presence or absence of disciplinary actions against students. | PERMANENT (WITH TRANSCRIPT) | UNL Registrar   | Unique to Law School  |
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<tr>
<td>170-17-45</td>
<td>REGISTRATION AND ACADEMIC PROGRESS RECORDS</td>
<td>SUPERVISION RECORDS - STUDENT THERAPIST TRAINEE Audiotapes and/or videotapes of a counseling session conducted by a student therapist trainee used solely by their supervisors for the purpose of supervision. Item also includes completed client or parental consent forms for supervision only.</td>
<td>3 YEARS After date of session</td>
<td></td>
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<tr>
<td>170-17-46</td>
<td>REGISTRATION AND ACADEMIC PROGRESS RECORDS</td>
<td>THESES AND DISSERTATION RECORDS Records that document the completion and academic acceptance of graduate theses and dissertations. This series includes but is not limited to final and accepted copies of theses and dissertations and final and terminal projects.</td>
<td>PERMANENT</td>
<td>University Archives</td>
<td></td>
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<tr>
<td>170-17-47</td>
<td>REGISTRATION AND ACADEMIC PROGRESS RECORDS</td>
<td>TRANSCRIPT HOLD OR ENCUMBERING AUTHORIZATION FORMS Records that document holds on transcripts and academic reporting information placed by the University for a number of reasons.</td>
<td>Until release</td>
<td></td>
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<tr>
<td>170-17-48</td>
<td>REGISTRATION AND ACADEMIC PROGRESS RECORDS</td>
<td>TRANSCRIPT REQUEST FORMS Transcript request forms submitted to the University.</td>
<td>1 YEAR After date submitted</td>
<td>Registrar</td>
<td></td>
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<tr>
<td>170-17-49</td>
<td>REGISTRATION AND ACADEMIC PROGRESS RECORDS</td>
<td>TRANSCRIPTS Official course and grade records, including grade changes.</td>
<td>PERMANENT</td>
<td>Registrar</td>
<td></td>
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<tr>
<td>170-17-50</td>
<td>REGISTRATION AND ACADEMIC PROGRESS RECORDS</td>
<td>TRANSCRIPTS - DEFUNCT NEBRASKA COLLEGES Official grade records of defunct Nebraska colleges or other Nebraska institutions of learning turned over to the University of Nebraska-Lincoln registrar.</td>
<td>PERMANENT</td>
<td>UNL Registrar</td>
<td>Neb. Rev. Stat. § 85.173 - 85-175</td>
</tr>
<tr>
<td>170-17-51</td>
<td>REGISTRATION AND ACADEMIC PROGRESS RECORDS</td>
<td>TRANSFER CREDIT REQUESTS / REPORTS Records related to transfer credit requests and/or reports.</td>
<td>5 YEARS After degree completed OR date of last attendance (whichever is sooner)</td>
<td>Registrar</td>
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| 170-17-52   | REGISTRATION AND ACADEMIC PROGRESS RECORDS | VETERANS RECORDS  
Records document the entitlement status and enrollment of veterans. | 3 YEARS  
After degree completed  
OR date of last attendance (whichever is sooner) | Registrar         |                                                     |
| 170-17-53   | STUDENT LIFE RECORDS                  | ACTIVITIES AND GOVERNMENT  
Records related to student participation in special activities, student clubs, associations, and student government. | 3 YEARS  
After administrative use ceases | Archival review   |                                                     |
| 170-17-54   | STUDENT LIFE RECORDS                  | CAMPUS THREAT ASSESSMENT RECORDS - STUDENTS  
Records related to students who have been deemed a threat to the safety of the community. | PERMANENT |                                                     |                                                     |
| 170-17-55   | STUDENT LIFE RECORDS                  | CAREER COUNSELING RECORDS  
Records related to an individual student assisting them in planning career goals and objectives. | 5 YEARS  
After degree completed  
OR date of last attendance (whichever is sooner) | Student Affairs   |                                                     |
| 170-17-56   | STUDENT LIFE RECORDS                  | FRATERNITIES AND SORORITIES  
Records related to campus fraternities and sororities and may include but not limited to charters, student membership in a fraternity or sorority, reports, photographs, scrapbooks. | 5 YEARS | Archival review                                              |                                                     |
| 170-17-57   | STUDENT LIFE RECORDS                  | GRIEVANCE RECORDS  
Records that document grievances brought forward by students against the University. | 3 YEARS  
After resolution | Student Affairs   |                                                     |
| 170-17-58   | STUDENT LIFE RECORDS                  | GRIEVANCE RECORDS - APPEALED  
Records that document appealed grievances brought forward by students against the University. | 3 YEARS  
After degree completed  
OR date of last attendance for appealed grievances (whichever is sooner) | Student Affairs   |                                                     |
| 170-17-59   | STUDENT LIFE RECORDS                  | JUDICIAL RECORDS  
Contains information on students who violate the Student Code of Conduct. | 6 YEARS  
After resolution | Student Affairs   |                                                     |
<table>
<thead>
<tr>
<th>ITEM NUMBER</th>
<th>RECORDS SERIES</th>
<th>ITEM TITLE / ITEM DESCRIPTION</th>
<th>RETENTION</th>
<th>OFFICE OF RECORD</th>
<th>REFERENCE / COMMENTS</th>
</tr>
</thead>
</table>
| 170-17-60   | STUDENT LIFE RECORDS| JUDICIAL RECORDS - DISMISSED STUDENTS  
Contains information on students who are dismissed from the University, due to Student Code of Conduct violations and/or engaging in other acts of misconduct. | PERMANENT                       | Student Affairs    |                      |
| 170-17-61   | STUDENT LIFE RECORDS| JUDICIAL RECORDS - STUDENT ORGANIZATIONS  
Contains information on student organizations found in violation of the Student Code of Conduct and/or engaging in other acts of misconduct. | PERMANENT                       | Student Affairs    |                      |
| 170-17-62   | STUDENT LIFE RECORDS| SERVICES TO STUDENTS WITH DISABILITIES  
Records concerning services to students with disabilities and may include accommodation requests, and notes from meetings with disabled students. | 5 YEARS After degree completed  
OR date of last attendance (whichever is sooner) |                      |                      |
| 170-17-63   | STUDENT LIFE RECORDS| STUDENT HANDBOOK - CAMPUS  
The official campus Student Handbook and records used in its creation. | PERMANENT                       | Archival Review     |                      |
| 170-17-64   | TRIO RECORDS        | UPWARD BOUND RECORDS  
Records related to participants in the program. | 6 YEARS                         | TRIO Office          |                      |