

POLICY NAME	STUDENT RECORD RETENTION AND DISPOSAL POLICY				
POLICY NO.	PAA-25-25	VERSION NO.	01	EFFECTIVE DATE	August 1, 2024

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INTRODUCTION/PURPOSE

This Policy for Student Record Retention and Disposal (the “Policy”) establishes and describes the general guidelines that will govern all retention and disposition of documents in the student file.

Objectives

- a. To establish the institutional requirements for the retention and disposal of documents and official records of the student file, including their preservation, organization, use, security, filing, and eventual disposal.
- b. To list the general responsibilities of the student service units, their officers, agents, and employees regarding the handling, retention, and disposition of documents.
- c. To provide processes and protocols to supervise, execute, and administer the provisions of this Policy.

SCOPE

This policy applies to all employees involved in the process of creation, maintenance, retention, or disposition of documents from a student file.

Record retention periods may be extended by government regulations, judicial or administrative orders, private or governmental contracts, or ongoing litigation or audit requirements. Such modifications take precedence over the requirements outlined in this Policy. Additionally, if there is a conflict between this Policy and any applicable law or contractual obligation, the law or contractual obligation will prevail.

This Policy applies to all student files created or maintained by the institution, whether individually or jointly generated. It includes all enclosures and attachments, regardless of format or storage medium, including electronic formats. No document category is exempt unless explicitly excluded by this Policy, applicable law, or contractual obligations.

GENERAL DISPOSITIONS

All employees are responsible for retaining, maintaining, and disposing of student records in accordance with this Policy. The Registrar is responsible for guiding the offices on the process of document disposition.

The institution will provide all forms and instructions necessary to comply with the provisions of this Policy.

DEFINITIONS

Digitalization means the way in which a physical document on paper is converted to electronic (image) so that a technological medium (computer) can recognize it.

Disposition means the process that will be used once the period of retention of a document expires. Disposition may include archiving, transferring, or destroying a particular document.

Document or Record means the original or copy of any student information recorded in any way, including materials created or written in digital or electronic form.

Employee means faculty members or part-time, temporary, contract, fixed term, and full-time personnel, who receive remuneration from AGMU for performed work.

Personal Information means a document that includes an individual's name; the name of the individual's parent or other family members; the address of the individual or individual's family; a personal identifier, such as the individual's social security number, individual number, or biometric record; other indirect identifiers, such as the individual's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific individual that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the individual with reasonable certainty.

Record Retention Schedule means a listing of the minimum retention periods for various categories and descriptions of documents that could be a part of a Student File. The Records Retention Schedule is attached as Appendix A and is incorporated into this Policy.

Retention Period means the period of retention and custody of all documents or files of the institution.

Student File means a document or group of documents, courses, degrees, grades, lodging, admissions, financial aid, and any other document that relates to a student and belongs to either the Student Affairs' or the Registrar's Office. A Student file may exist in a digital (electronic) or non-digital (physical) format.

COLLECTION AND MAINTENANCE OF STUDENT FILES

- A. Student files are classified as either active or inactive. Active files are those corresponding to students who are officially enrolled in the institution. The files of students who have completed studies or stopped studying for at least one semester are considered inactive.
 - a. Active student files will be stored by either the Registrar's Office, as appropriate.
 - b. Inactive student files will be kept at a minimum for the period established in the Record Retention Schedule.
- B. The personnel of the student service offices will maintain the confidentiality of all documents included in the student file in accordance with applicable law and institutional policies.
- C. All documents required for admission will be digitized during the student's admission process and will be returned if the student is present. If the documents are received by other means, such as regular mail, they may be digitized and disposed of without being returned to the student.

COLLECTION AND RETENTION OF DOCUMENTS

A. Collection and Retention of Documents in the Admissions and Recruitment Office

- 1. The Admissions and Recruitment Office collects the necessary student admission documents and creates an electronic file in the student database system.
- 2. Once the digital file is completed, it will be available to the Registrar's Office.

B. Collection and Retention of Documents at the Financial Aid Office

- 1. The Financial Aid officers collect and maintain documents related to student grants and loans. The student's digital file must include the documentation required for verification, loan approval, work-study assignment, and/or any other financial aid program requested and available to the student.

C. Collection and Retention of Documents at the Registrar's Office

- 1. The Registrar's Office receives and maintains the digital file from the Admissions and Recruitment Office.
- 2. The Registrar's office collects and maintains all other student academic records.

DISPOSAL OF DOCUMENTS

Documents will be disposed of according to the Record Retention Schedule in accordance with the following guidelines:

- 1. Non-confidential paper records that do not contain Personal Information should be recycled.
- 2. For records that contain Personal Information:
 - a. Records must be redacted, burned, pulverized, or shredded so that Personal Information cannot practicably be read or reconstructed;
 - b. Electronic Records and other non-paper media containing Personal Information shall be destroyed or erased so that Personal Information cannot be read or reconstructed practicably.

In some instances, it may be appropriate to destroy all hard copy versions of a document where an electronic version of the document is being securely maintained (*e.g.*, transcripts for individuals having graduated in recent years). Prior to disposing of all hard copy versions of a document, the employee must confirm that an electronic version of the record or class of records is securely maintained.

ENFORCEMENT

Further disregard and/or non-compliance in these areas, or with company policy in general, will result in further corrective action, up to and including termination of employment.

VALIDITY

This Policy will come into effect from the date of its publication and will be reviewed every three (3) years or when deemed necessary, whichever comes first.

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APPENDIX 1: RECORDS RETENTION SCHEDULE

*After the date of last attendance/graduation

Admission Application and Checklist

Record Series Title	Description	Retention Period
Admission Application	Undergraduate and Graduate Admission Application	Permanent
Enrollment Agreement	Certifying document establishing the agreement and terms between the student and AGMU	Permanent
Checklist/Receipts	Admission Checklist	5 years*
Transient Student Forms	Evidence to take courses as special students	5 years*

Academic Credentials

Graduation Certification	Document that certifies high school or bachelor's degree completion	Permanent
High School Transcript	Academic credential of high school	Permanent
GED	High school equivalence document	Permanent
Credit by examination	Scores of approved equivalence examination (TASC, HiSET, etc.)	5 years*
Technical, College and/or University Transcript	Academic credential of college/university	Permanent
Foreign Academic Credential Evaluation	Equivalency document of the foreign credential	Permanent
Secondary Certification	Evidence of secondary school completion	Permanent

Additional Admission Requirements/Specialized Programs Documentation

Program Acknowledgment/Disclosure	Any program-specific acknowledgment/disclosure	5 years*
Clinical/Internship Hours	Record of clinical experiences, internship and externships (site, supervisor, hours, etc.)	5 years*
Letter of Recommendations	Recommendation letters submitted by the student	5 years*
Resume	Resume or CV presented as evidence of work experience	5 years*
Professional Licenses	Professional license presented as evidence	5 years*
Interview and Rubric	Interview and rubric conducted and completed by Academic Division Associate Dean or Program Director	5 years*
Essay and Rubric	Essay submitted by the student and assessed by Academic Division Associate Dean or Program Director	5 years*

International Students

Passport		5 years*
I-134 Form	Affidavit of Financial Support	5 years*
I-20 Form	Certificate of eligibility for F1 visa status	5 years*
I-94 Form	Arrival-Departure Record	5 years*
F1 Visa	Student Visa	5 years*

Bursar Documents

Authorization Payments from Agencies		3 years*
Reimbursement Certification	Corporate reimbursement – Tuition cost certification/Tuition Invoice – Tuition or enrollment – Tuition Statement	3 years*
Email and Letters	Debt balance communications	3 years*
Receipts	Student Funds – Payment Receipts – Sales Drafts	3 years*
Payment Agreement		3 years*
Postponement Payment Agreements	Form	3 years*
Request for Balance Transfer		3 years*
Debt Forgiveness Agreement		3 years*
General and Financial Aid Certification		3 years*

Satisfactory Academic Progress Policy

Appeal Decision Letter	Notice of academic action made by the Satisfactory Academic Progress Committee	5 years*
Academic Progress Committee Evaluation	Document related to student appeal request	5 years*

Registration and Enrollment Records

Enrollment Confirmation	Evidence of courses enrolled by terms	3 years*
Registration Bill Records (not saved as a document, but retrievably from the platform)	Enrollment form with tuition and fee charges	3 years*
Special Permits	Authorization to take courses on other campuses	3 years*
Enrollment Changes Forms	Record students add, drop, or withdraw from courses	3 years*

Requests

Application for Graduation	Degree application	3 years*
Complaint/Grievance Form	Student academic complaint/grievance	3 years*
Incomplete Removal Request	Document to request an incomplete grade removal	3 years*
Grade Certification	Grades information	3 years*

Enrollment Certification	Verification of enrollment, GPA, and/or other related academics	3 years*
Academic Record Change - Grade Appeal	Document for student appeal of final course grade	3 years*

Veterans Certification Records

Eligibility Certification	Certifying documents for VA status	3 years*
VA Certification Records 22-1999	Certifying documents for federal VA benefits	3 years*
DD Form 214	Certificate of Release from Active Duty	3 years*
DD Form 28-1905	VA Rehabilitation Voucher	3 years*
DD Form 2384	Notice if Basic Eligibility (NOBE)	3 years*

Disciplinary Council Records

Grievance/Complaint Report	Narrative of the disciplinary situation	5 years*
Disciplinary Citation Letter	Student and witness citation to Administrative Hearing	5 years*
Minutes	Record and evidence of the student and witness interview	5 years*
Resolution	Disciplinary Council final resolution report, including sanctions, if any	5 years*

Title IX Records (both electronically and hardcopy)

Formal Complaint	Document filed by the complainant or signed by Title IX Coordinator alleging Title IX Misconduct and requesting that the University investigates the allegations	7 years*
Investigation and Supportive Measures	Non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a Formal Complaint or where no Formal Complaint has been filed	7 years*
Written Determination	If the complaint was subject to an adjudication process, any determination of responsibility, recording or transcripts, etc.	7 years*
Disciplinary Sanctions and Appeals	Any disciplinary sanction imposed on the Respondent, any appeal if filed, and the result	7 years*

Transfer Credit Evaluation

Challenge and Portfolio Test Approval	Approval certification of challenge test or portfolio courses	5 years*
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General Documents

Reclassification Request	Change of major, program, and/or campus	3 years*
Personal Data Information Form	Change authorization of address, phone, email, name, and other demographic data	3 years*
Death Certificates	Student Death certification	3 years*

Financial Aid Verification

Proof of Income (IRS Tax Form, W2, 1099, IRS negative tax filing, Unemployment Benefit, Child Support Income, Child Support Paid, SNPA, Other Income) FAFSA	The student needs these documents to fill out or renew the FAFSA (PELL Grant)	3 years*
Verification Worksheet (Dependent or Independent Student)	This document is used to disclose the household size and income reported for the year the student is applying for the FAFSA (PELL Grant)	3 years*

Financial Aid Award Information and Evaluation

Award Letter	It is sent to students and discloses the FA-awarded	3 years*
Evaluation form for Financial Aid	It is used to evaluate and document actions taken in each case	3 years*
Other documents	Other documents will be included in the students' file (exceptions)	3 years*

Financial Aid College Work Study Program

College Work Study Program Participation Application Form	This document is used to determine hours assigned and the beginning date	3 years*
Resume	To determine student's work experience	3 years*
I9 Form	To validate student's evidence regarding	3 years*
Code of Responsibility for the Security and Confidentiality of the Records and Files	To inform the student about information, confidentiality, and policies regarding the use of the institution's computers.	3 years*
Student Agreement	To inform the student about duties and responsibilities	3 years*
Student Referral	Identifies the student's work area and supervisor (signed by the student and supervisor)	3 years*
Job Description	Establishes duties and tasks on the job assigned (signed by the student and supervisor)	3 years*
Time Sheet	Sign-in sheet, turned in monthly with hours worked	3 years*

CWS Evaluation Form	To evaluate student's performance – it is completed by the supervisor and by the student	3 years*
CWS Offer Letters	To inform the student about hours worked and pending balance	3 years*
Contract Extension	To add hours to the original contract	3 years*
Eligibility Form	To determine student's eligibility on CWS program	3 years*

Student Loans

Loan Entrance Interview	Filled out by the student to learn about duties and responsibilities regarding student loan	5 years*
College Financial Planning	Sent by the FA office to inform the student about the amount that he/she was eligible to obtain	5 years*
Award Change Notification	Sent by the FA officer to inform the student about any adjustment made to the loan	5 years*
Cancellation Letter	Sent to the student when the loan has been canceled	5 years*
Master Promissory Note (MPN)	Filled out by the student when applies for a loan	5 years*