

# Michigan State University

## *Academic Records*

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<b>Schedule Title</b>	Certificate Programs – Type 3 Certificates
<b>Schedule Description</b>	These are records of Type 3 Certificate Programs that are not related to a degree program. These programs are not listed on official MSU Transcripts, and do not require approval via academic governance. The Registrar's Office does not maintain records for these programs; the Academic Schools and Units administering the certificate programs must maintain all records for these certificate programs. Records should contain: type of certificate, dates of participation and completion, and copies of certificates issued.
<b>Schedule Retention</b>	Permanent
<b>Disposition</b>	Retain one copy in office of creation permanently. Records can be transferred to the Archives for permanent retention.
<b>Office of Records</b>	Any Academic Dept.

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<b>Schedule Title</b>	Graduate Student Files – Completed Degrees
<b>Schedule Description</b>	These are departmental copies of student information.
<b>Schedule Retention</b>	Past graduation date + 3 years
<b>Disposition</b>	Retain in office for 3 years past graduation date, then shred.
<b>Office of Records</b>	Any Academic Dept.

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<b>Schedule Title</b>	Undergraduate Student Files – Completed Degrees
<b>Schedule Description</b>	These are departmental copies of student information.
<b>Schedule Retention</b>	3 years
<b>Disposition</b>	Retain in office for 3 years past graduation date, then shred.
<b>Office of Records</b>	Any Academic Dept.

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<b>Schedule Title</b>	Student Files – Professional Schools
<b>Schedule Description</b>	Professional schools are those whose graduates are licensed by a federal or state agency. They also usually maintain a special accreditation. These include Human Medicine, Osteopathic Medicine, College of Nursing, College of Education, College of Veterinary Medicine, and College of Law.
<b>Schedule Retention</b>	10-50 years
<b>Disposition</b>	Accrediting bodies for professional schools may have particular retention requirements. In the absence of such requirements, files should be kept 10 years after graduation, except in cases of disciplinary action or expulsion where records should be kept 50 years after graduation.
<b>Office of Records</b>	See above

**Schedule Title** Student Application Files – Graduate Programs – Not Admitted/No-shows  
**Schedule Description** Files contain information from students being considered for admission to a graduate program.  
**Schedule Retention** 1 year  
**Disposition** Retain 1 year after year of application, then destroy.  
**Office of Records** Any Academic Dept.

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**Schedule Title** Undergraduate Student Files – Incomplete Degrees  
**Schedule Description** Records for students who have not completed their degree.  
**Schedule Retention** 3 years  
**Disposition** Retain 3 years from date of last enrollment, then destroy.  
**Office of Records** Any Academic Dept.

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**Schedule Title** Graduate Student Files – Incomplete Degrees  
**Schedule Description** Records for students who have not completed their degree.  
**Schedule Retention** 5 years  
**Disposition** Retain 5 years from date of last enrollment, then destroy.  
**Office of Records** Any Academic Dept.

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**Schedule Title** Student Files – Foreign  
**Schedule Description** This schedule applies to the records of any student (undergraduate or graduate) who is or at any time was classified as a foreign student.  
**Schedule Retention** 3 years  
**Disposition** 3 years past graduation date. Departmental files may contain original documents from other countries. Before destroying foreign student files, the department will send original material to the Registrar's Office to be added to the student's official file.  
**Office of Records** Any Academic Dept.

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**Schedule Title** Class Rosters  
**Schedule Description** Lists of students registered for classes (may include drops and attendance records.)  
**Schedule Retention** 1 year  
**Disposition** Retain 1 year then destroy  
**Office of Records** Any Academic Dept. or Instructor

<b>Schedule Title</b>	Class Schedules
<b>Schedule Description</b>	Information about class scheduling times and locations.
<b>Schedule Retention</b>	1 year
<b>Disposition</b>	Retain for 1 year, then destroy.
<b>Office of Records</b>	Any Academic Dept. or Instructor

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<b>Schedule Title</b>	Course Syllabi, Curriculum, and Instruction Notes
<b>Schedule Description</b>	These records show course requirements, class descriptions, and required readings.
<b>Schedule Retention</b>	Permanent
<b>Disposition</b>	The archives recommends transferring this material to the archives once it is no longer being actively used. The faculty member has the option of sending this material to the archives as part of their faculty papers.
<b>Office of Records</b>	Any Academic Dept. or Instructor

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<b>Schedule Title</b>	Student Testing Documents
<b>Schedule Description</b>	These records include final examinations and all grading records.
<b>Schedule Retention</b>	Retain one year, then destroy.
<b>Disposition</b>	These materials should be kept one year in order to ensure full compliance with <a href="#">MSU Code of Teaching Responsibility</a> and the <a href="#">Students' Academic Rights &amp; Responsibilities</a> .
<b>Office of Records</b>	Any Instructor

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<b>Schedule Title</b>	Transcripts – Permanent Academic Record
<b>Schedule Description</b>	These are official student records and represent the core academic achievement of MSU students.
<b>Schedule Retention</b>	Permanent
<b>Disposition</b>	These records will be maintained by the Registrar's Office.
<b>Office of Records</b>	Registrar's Office