

# **Schedule 170-17**

# **UNIVERSITY OF NEBRASKA BOARD OF REGENTS**

## **STUDENT RECORDS**

June 19, 2013

Nebraska Records Management Division  
440 South 8<sup>th</sup> Street, Suite 210  
Lincoln, NE 68508  
(402) 471-2559


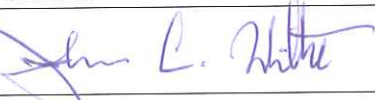
**REQUEST FOR APPROVAL  
OF RECORDS RETENTION  
AND DISPOSITION SCHEDULE**

SCHEDULE	<b>170-17</b>
AGENCY, BOARD OR COMMISSION	<b>UNIVERSITY OF NEBRASKA BOARD OF REGENTS</b>
RECORDS SERIES	<b>STUDENT RECORDS</b>
	<b>NEW</b>

**TO: STATE RECORDS ADMINISTRATOR  
STATE OF NEBRASKA**

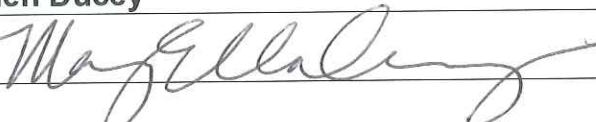
**PART I – UNIVERSITY OF NEBRASKA STATEMENT:**

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) <b>William F. Lynch III</b>	
Signature 	DATE <b>6/11/13</b>
University of Nebraska General Counsel's Office (Print Name) <b>John C. Wiltse</b>	
Signature 	DATE <b>11 June 2013</b>


**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) <b>Mary Ellen Ducey</b>	
Signature 	DATE <b>June 12, 2013</b>

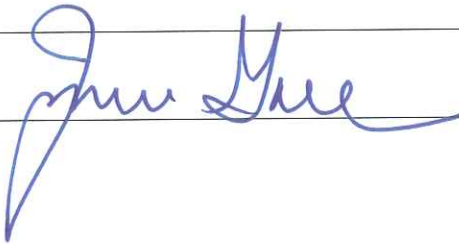
**PART III – APPROVAL OF AUDITOR OF PUBLIC ACCOUNTS:**

The attached schedule has been reviewed, all audit material has been properly identified, and this schedule is approved as submitted.

Signature 	DATE <b>6/17/13</b>
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**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) <b>John A. Gale</b>	
Signature 	DATE <b>6/19/13</b>

## **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.
3. Complete a **Records Disposition Report** for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, copy it, complete the form, copy it for your records, and send the completed form to the Records Management Division at the address below. If you wish, you may receive this form electronically by contacting the Records Management Division. The completed report establishes that the destruction or other disposition of records was done in the normal course of office activities.

**Nebraska Secretary of State  
Records Management Division  
440 South 8th Street, Suite 210  
Lincoln, NE 68508-2294  
[mary.ott@nebraska.gov](mailto:mary.ott@nebraska.gov)  
402-471-4184**

### **QUESTIONS**

If you have any questions about these procedures, please contact your University human resources office.

## 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.

ITEM NUMBER	RECORDS SERIES	ITEM TITLE / ITEM DESCRIPTION	RETENTION	OFFICE OF RECORD	REFERENCE / COMMENTS
170-17-1	ADMISSIONS RECORDS	<b>ADMISSIONS RECORDS / APPLICATION DATA (APPLICANTS NOT ENROLLING)</b> 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.	<b>1 YEAR</b> After application term	Admissions Office UNK, UNL, UNO  Colleges / Schools UNMC	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.
170-17-2	ADMISSIONS RECORDS	<b>ADMISSIONS RECORDS / APPLICATION DATA (APPLICANTS WHO ENROLL)</b> 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.	<b>5 YEARS</b> After degree completed <b>OR</b> date of last attendance (whichever is sooner)	Admissions Office UNK, UNL, UNO  Colleges / Schools UNMC	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.

ITEM NUMBER	RECORDS SERIES	ITEM TITLE / ITEM DESCRIPTION	RETENTION	OFFICE OF RECORD	REFERENCE / COMMENTS
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

ITEM NUMBER	RECORDS SERIES	ITEM TITLE / ITEM DESCRIPTION	RETENTION	OFFICE OF RECORD	REFERENCE / COMMENTS
170-17-10	FERPA COVERED RECORDS / DATA	<b>FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT COMPLIANCE (FERPA)</b> 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.	PERMANENT		20 U.S.C. § 1232g 34 CFR Part 99
170-17-11	FERPA COVERED RECORDS / DATA	<b>STUDENT REQUESTS FOR DISCLOSURE / NONDISCLOSURE / WAIVER OF RIGHTS OF ACCESS RECORDS</b> Records may include written requests for records disclosure; nondisclosure of directory information; waivers for rights of access.	Until terminated by the student OR permanent (whichever is sooner)		20 U.S.C. § 1232g 34 CFR Part 99
170-17-12	FINANCIAL AID RECORDS	<b>ANNUAL STATISTICAL AND SUMMARY REPORTS</b> Annual statistical reports created for the US Department of Education or the University.	PERMANENT	Financial Aid	Archival review
170-17-13	FINANCIAL AID RECORDS	<b>AWARDS, GRANTS, FELLOWSHIPS, AND SCHOLARSHIPS (UNSUCCESSFUL APPLICANTS)</b> Applications, transcripts, evaluative records, award letters, etc. (including Federal Work Study and Federal Supplemental Educational Opportunity Grants).	3 YEARS After award calendar year - December 31	Financial Aid	Federal Work Study: 34 CFR 675.19  Supplemental Educational Opportunity Grant: 34 CFR 676.19
170-17-14	FINANCIAL AID RECORDS	<b>AWARDS, GRANTS, FELLOWSHIPS, AND SCHOLARSHIPS (SUCCESSFUL APPLICANTS)</b> Applications, transcripts, evaluative records, award letters, etc. (including Federal Work Study and Federal Supplemental Educational Opportunity Grants).	5 YEARS After degree completed OR date of last attendance (whichever is sooner)	Financial Aid	Federal Work Study: 34 CFR 675.19  Supplemental Educational Opportunity Grant: 34 CFR 676.19
170-17-15	FINANCIAL AID RECORDS	<b>CREDIT BUREAU REPORTS</b> Documents holders of student loans that have been reported to credit bureaus due to past due accounts.	3 Years After collected OR deemed uncollectible (whichever is sooner)	Financial Aid	

ITEM NUMBER	RECORDS SERIES	ITEM TITLE / ITEM DESCRIPTION	RETENTION	OFFICE OF RECORD	REFERENCE / COMMENTS
170-17-16	FINANCIAL AID RECORDS	<b>FISCAL RECORDS: TITLE IV, HEA PROGRAMS</b> Records used to account for receipt and expenditure of Title IV, HEA program funds; includes, but is not limited to, Student Aid Report or Institutional Student Information Record, application data, eligibility documentation, etc.	<b>5 YEARS</b> After award calendar year - December 31 - <b>If not being audited</b>	Financial Aid	Fiscal records outlined in 34 CFR 668.24(b)
170-17-17	FINANCIAL AID RECORDS	<b>PROGRAM RECORDS: TITLE IV, HEA PROGRAMS</b> Concerns eligibility to participate in, and the administration of, HEA programs.	<b>5 YEARS</b> After award calendar year - December 31 - <b>If not being audited</b>	Financial Aid	Program records outlined in 34 CFR 668.24(a)
170-17-18	FINANCIAL AID RECORDS	<b>STUDENT LOAN RECORDS</b> May include applications and eligibility records, award letters, deferment forms, payment schedules/histories, promissory notes, origination documents, tax records, and other relevant documentation.	<b>5 YEARS</b> After loan repaid, canceled, or assigned to Dept. of Education if not audited	Financial Aid	Student Assistance General Provisions: 34 CFR 668.24  Perkins Loans: 34 CFR 674.19  Health Professionals: 42 CFR 57.215
170-17-19	FINANCIAL AID RECORDS	<b>STUDENT LOANS RECORDS: EXTERNAL, SUCH AS FFEL, PLUS, STAFFORD, AND DIRECT LOANS</b> Copies of loan applications and other relevant documentation.	<b>3 YEARS</b> After degree completed OR date of last attendance (whichever is sooner)	Financial Aid	FFEL: 34 CFR 682  Stafford: 34 CFR 682  William D. Ford Direct: 34 CFR 685
170-17-20	FINANCIAL AID RECORDS	<b>VETERANS' BENEFITS</b> Records concerning veterans' benefits awarded.	<b>3 YEARS</b> After degree completed OR date of last attendance (whichever is sooner)	Financial Aid	
170-17-21	REGISTRATION AND ACADEMIC PROGRESS RECORDS	<b>ACADEMIC ACTION RECORDS</b> Concerns actions such as academic probation, leave of absence, dismissal, etc.	<b>5 YEARS</b> After degree completed OR date of last attendance (whichever is sooner)	Registrar	These University records are maintained separate from the student's academic record.

ITEM NUMBER	RECORDS SERIES	ITEM TITLE / ITEM DESCRIPTION	RETENTION	OFFICE OF RECORD	REFERENCE / COMMENTS
170-17-22	REGISTRATION AND ACADEMIC PROGRESS RECORDS	<b>ACADEMIC ADVISING RECORDS</b> 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	<b>APPLICATIONS FOR GRADUATION</b> 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	<b>BACKGROUND CHECKS - STUDENT TEACHERS</b> 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	<b>CERTIFICATIONS / LICENSES</b> 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	<b>COMMENCEMENT PROGRAMS - CAMPUS</b> The official campus commencement program and the records used in its creation.	PERMANENT		Archival review
170-17-27	REGISTRATION AND ACADEMIC PROGRESS RECORDS	<b>COMMENCEMENT PLANNING RECORDS - CAMPUS</b> 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	<b>COURSE CHANGE RECORDS</b> 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	<b>CREDIT / NO CREDIT APPROVALS: AUDIT, PASS / FALL, ETC.</b> Signed request forms.	5 YEARS After degree completed OR date of last attendance (whichever is sooner)	Registrar	



ITEM NUMBER	RECORDS SERIES	ITEM TITLE / ITEM DESCRIPTION	RETENTION	OFFICE OF RECORD	REFERENCE / COMMENTS
170-17-30	REGISTRATION AND ACADEMIC PROGRESS RECORDS	<b>CURRICULUM CHANGE REQUESTS AND AUTHORIZATIONS</b> Signed request and authorization forms and other relevant documentation.	5 YEARS After degree completed OR date of last attendance (whichever is sooner)	Registrar	
170-17-31	REGISTRATION AND ACADEMIC PROGRESS RECORDS	<b>DIPLOMA, DEGREE AND CERTIFICATE MAILING VERIFICATION RECORDS</b> Documents students' requests to have diplomas, degrees, certificates, and other graduation records distributed to specific addresses.	1 YEAR	Registrar	
170-17-32	REGISTRATION AND ACADEMIC PROGRESS RECORDS	<b>DIPLOMAS, DEGREES AND CERTIFICATES - NOT PICKED-UP OR RETURNED</b> 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.	5 YEARS After commencement ceremony	Registrar	
170-17-33	REGISTRATION AND ACADEMIC PROGRESS RECORDS	<b>EXAMINATIONS, TESTS, TERM PAPERS AND HOMEWORK RECORDS</b> Documents student subject mastery. Records may include: examinations and answers; quizzes and answers; homework assignments; course papers; term papers; essay assignments, etc.	1 TERM After completion for uncontested grade results		
170-17-34	REGISTRATION AND ACADEMIC PROGRESS RECORDS	<b>EXAMINATIONS, TESTS, TERM PAPERS AND HOMEWORK RECORDS - CONTESTED</b> Documents student subject mastery. Records may include: examinations and answers; quizzes and answers; homework assignments; course papers; term papers; essay assignments, etc.	1 TERM After contested grade results resolved		
170-17-35	REGISTRATION AND ACADEMIC PROGRESS RECORDS	<b>GRADE / PROGRESS REPORTS</b> Records related to grade/progress reports.	1 YEAR After date distributed	Registrar	
170-17-36	REGISTRATION AND ACADEMIC PROGRESS RECORDS	<b>GRADUATION AUTHORIZATIONS</b> Records related to certifying completion of degree requirements.	5 YEARS After degree completed OR date of last attendance (whichever is sooner)	Registrar	

ITEM NUMBER	RECORDS SERIES	ITEM TITLE / ITEM DESCRIPTION	RETENTION	OFFICE OF RECORD	REFERENCE / COMMENTS
170-17-37	REGISTRATION AND ACADEMIC PROGRESS RECORDS	<b>GRADUATION LISTS</b> 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	<b>I-FORMS</b> Completed I-Forms signed by the student and instructor.	1 YEAR After end of course	Registrar	
170-17-39	REGISTRATION AND ACADEMIC PROGRESS RECORDS	<b>INDEPENDENT STUDY RECORDS</b> 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	<b>INTERNSHIP PROGRAM RECORDS</b> 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	<b>MEDICAL STUDENT PERFORMANCE EVALUATION</b> 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	<b>NAME CHANGE AUTHORIZATIONS</b> 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	<b>ROTC CADET RECORDS</b> 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	<b>STATE BAR VERIFICATION FORMS</b> 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

ITEM NUMBER	RECORDS SERIES	ITEM TITLE / ITEM DESCRIPTION	RETENTION	OFFICE OF RECORD	REFERENCE / COMMENTS
170-17-45	REGISTRATION AND ACADEMIC PROGRESS RECORDS	<b>SUPERVISION RECORDS - STUDENT THERAPIST TRAINEE</b> 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.	<b>3 YEARS</b> After date of session		
170-17-46	REGISTRATION AND ACADEMIC PROGRESS RECORDS	<b>THESES AND DISSERTATION RECORDS</b> 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.	<b>PERMANENT</b>	University Archives	
170-17-47	REGISTRATION AND ACADEMIC PROGRESS RECORDS	<b>TRANSCRIPT HOLD OR ENCUMBERING AUTHORIZATION FORMS</b> Records that document holds on transcripts and academic reporting information placed by the University for a number of reasons.	Until release		
170-17-48	REGISTRATION AND ACADEMIC PROGRESS RECORDS	<b>TRANSCRIPT REQUEST FORMS</b> Transcript request forms submitted to the University.	<b>1 YEAR</b> After date submitted	Registrar	
170-17-49	REGISTRATION AND ACADEMIC PROGRESS RECORDS	<b>TRANSCRIPTS</b> Official course and grade records, including grade changes.	<b>PERMANENT</b>	Registrar	
170-17-50	REGISTRATION AND ACADEMIC PROGRESS RECORDS	<b>TRANSCRIPTS - DEFUNCT NEBRASKA COLLEGES</b> Official grade records of defunct Nebraska colleges or other Nebraska institutions of learning turned over to the University of Nebraska-Lincoln registrar.	<b>PERMANENT</b>	UNL Registrar	<i>Neb. Rev. Stat. § 85.173 - 85-175</i>
170-17-51	REGISTRATION AND ACADEMIC PROGRESS RECORDS	<b>TRANSFER CREDIT REQUESTS / REPORTS</b> Records related to transfer credit requests and/or reports.	<b>5 YEARS</b> After degree completed OR date of last attendance (whichever is sooner)	Registrar	

ITEM NUMBER	RECORDS SERIES	ITEM TITLE / ITEM DESCRIPTION	RETENTION	OFFICE OF RECORD	REFERENCE / COMMENTS
170-17-52	REGISTRATION AND ACADEMIC PROGRESS RECORDS	<b>VETERANS RECORDS</b> 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	<b>ACTIVITIES AND GOVERNMENT</b> 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	<b>CAMPUS THREAT ASSESSMENT RECORDS - STUDENTS</b> Records related to students who have been deemed a threat to the safety of the community.	PERMANENT		
170-17-55	STUDENT LIFE RECORDS	<b>CAREER COUNSELING RECORDS</b> 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)		
170-17-56	STUDENT LIFE RECORDS	<b>FRATERNITIES AND SORORITIES</b> 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	<b>GRIEVANCE RECORDS</b> Records that document grievances brought forward by students against the University.	3 YEARS After resolution	Student Affairs	
170-17-58	STUDENT LIFE RECORDS	<b>GRIEVANCE RECORDS - APPEALED</b> 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	<b>JUDICIAL RECORDS</b> Contains information on students who violate the Student Code of Conduct.	6 YEARS After resolution	Student Affairs	

ITEM NUMBER	RECORDS SERIES	ITEM TITLE / ITEM DESCRIPTION	RETENTION	OFFICE OF RECORD	REFERENCE / COMMENTS
170-17-60	STUDENT LIFE RECORDS	<b>JUDICIAL RECORDS - DISMISSED STUDENTS</b> 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	<b>JUDICIAL RECORDS - STUDENT ORGANIZATIONS</b> 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	<b>SERVICES TO STUDENTS WITH DISABILITIES</b> 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	<b>STUDENT HANDBOOK - CAMPUS</b> The official campus Student Handbook and records used in its creation.	PERMANENT		Archival Review
170-17-64	TRIO RECORDS	<b>UPWARD BOUND RECORDS</b> Records related to participants in the program.	6 YEARS	TRIO Office	

# RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8 <sup>TH</sup> STREET SUITE 210 LINCOLN, NE 68508-2294	AGENCY <b>Board of Regents of the University of Nebraska</b>
	DIVISION
	SUB-DIVISION

## REQUIRED INFORMATION:

In accordance with the Records Management Act, Neb. Rev. Stat. § 84-1212.02 (Reissue 1999) records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

## OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

DATE	SIGNATURE
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**SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.**  
RMA 03006D

## VOLUME ESTIMATING GUIDE

(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS ADEQUATE.)

Container	Cubic Feet	Weight (lbs)	Sheets of Paper (8.5" x 11")	Electronic Data Equivalent
			1	20 Kb
			52	1 Mb (1024 Kb)
			53,687	1 Gb (1024 Mb)
N/A	N/A	2,204 lbs (1 metric ton)	220,000	4.1 Gb
Records center carton	1 Cu. Foot	16.66 lbs	1,667	32 Mb
Vertical File Cabinet, 4 drawer letter-size	6 Cu. Feet	100 lbs	10,000	190 Mb
Vertical File Cabinet, 4 drawer legal-size	8 Cu. Feet	133.3 lbs	13,333	254 Mb
About a pickup load	50 Cu. Feet	7,500 lbs	748,638	14 Gb