Schedule 170-17

UNIVERSITY OF NEBRASKA BOARD OF REGENTS

STUDENT RECORDS

June 19, 2013
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
6/11/13

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.

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
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.

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<th>ITEM NUMBER</th>
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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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<td>170-17-3</td>
<td>ADMISSIONS RECORDS</td>
<td>LETTERS OF RECOMMENDATION (APPLICANTS NOT ENROLLING) May also include other evaluative records.</td>
<td>1 YEAR After application term</td>
<td>Admissions Office UNK, UNL, UNO Colleges / Schools UNMC</td>
<td></td>
</tr>
<tr>
<td>170-17-4</td>
<td>ADMISSIONS RECORDS</td>
<td>LETTERS OF RECOMMENDATION (APPLICANTS WHO ENROLL) May also include other evaluative records.</td>
<td>Destroy after student matriculates</td>
<td>Admissions Office UNK, UNL, UNO Colleges / Schools UNMC</td>
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<tr>
<td>170-17-5</td>
<td>ADMISSIONS RECORDS</td>
<td>ANNUAL REPORTS (GENERAL) Annual statistical reports concerning admissions activities, programs, and scholarships.</td>
<td>10 YEARS After current calendar year - December 31</td>
<td>Admissions Office UNK, UNL, UNO Colleges / Schools UNMC</td>
<td>Archival review</td>
</tr>
<tr>
<td>170-17-6</td>
<td>ADMISSIONS RECORDS</td>
<td>RECRUITMENT MATERIALS (GENERAL) May include brochures, catalogues, etc. dealing with admissions, programs, and scholarships.</td>
<td>3 YEARS After application term</td>
<td>Admissions Office UNK, UNL, UNO Colleges / Schools UNMC</td>
<td>Archival review</td>
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<td>170-17-7</td>
<td>COMPUTER SYSTEM RECORDS / DATA</td>
<td>SOCIAL NETWORKING SITES</td>
<td></td>
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<td>See: Website Records, Item 170-17-9</td>
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<td>170-17-8</td>
<td>COMPUTER SYSTEM RECORDS / DATA</td>
<td>STUDENT INFORMATION SYSTEM (SIS) Records may include (1) basic student data; (2) information on academics, financial matters and other aspects of student life.</td>
<td>Follow retention requirements already in place in Schedule 170-17 or other University specific schedules</td>
<td></td>
<td>See also: 170-2 Patient Records 170-6 Student Housing Records 170-18 Security, Police and Parking Records</td>
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<td>170-17-9</td>
<td>COMPUTER SYSTEM RECORDS / DATA</td>
<td>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.</td>
<td>Follow retention requirements already in place in Schedule 170-17 or other University specific schedules</td>
<td></td>
<td>See also: 170-2 Patient Records 170-6 Student Housing Records 170-18 Security, Police and Parking Records</td>
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<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>
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| 170-17-16  | FINANCIAL AID RECORDS       | FISCAL RECORDS: TITLE IV, HEA PROGRAMS  
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. | 5 YEARS  
After award calendar year - December 31 -  
If not being audited                          | Financial Aid  
Fiscal records outlined in  
34 CFR 668.24(b) |                                                                                              |
| 170-17-17  | FINANCIAL AID RECORDS       | PROGRAM RECORDS: TITLE IV, HEA PROGRAMS  
Concerns eligibility to participate in, and the administration of, HEA programs.                    | 5 YEARS  
After award calendar year - December 31 -  
If not being audited                          | Financial Aid  
Program records outlined in  
34 CFR 668.24(a) |                                                                                              |
| 170-17-18  | FINANCIAL AID RECORDS       | STUDENT LOAN RECORDS  
May include applications and eligibility records, award letters, deferment forms, payment schedules/histories, promissory notes, origination documents, tax records, and other relevant documentation. | 5 YEARS  
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       | STUDENT LOANS RECORDS: EXTERNAL, SUCH AS FFEL, PLUS, STAFFORD, AND DIRECT LOANS  
Copies of loan applications and other relevant documentation.                                           | 3 YEARS  
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       | VETERANS’ BENEFITS  
Records concerning veterans’ benefits awarded.                                                      | 3 YEARS  
After degree completed OR date of last attendance (whichever is sooner)                              | Financial Aid |                                                                                                          |
| 170-17-21  | REGISTRATION AND ACADEMIC PROGRESS RECORDS | ACADEMIC ACTION RECORDS  
Concerns actions such as academic probation, leave of absence, dismissal, etc.                      | 5 YEARS  
After degree completed OR date of last attendance (whichever is sooner) | Registrar  
These University records are maintained separate from the student’s academic record. |                                                                                              |
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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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| 170-17-30  | REGISTRATION AND ACADEMIC PROGRESS RECORDS | CURRICULUM CHANGE REQUESTS AND AUTHORIZATIONS  
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 | DIPLOMA, DEGREE AND CERTIFICATE MAILING VERIFICATION RECORDS  
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 | 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. | 5 YEARS  
After commencement ceremony | Registrar         |                      |
| 170-17-33  | REGISTRATION AND ACADEMIC PROGRESS RECORDS | 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. | 1 TERM  
After completion for uncontested grade results |                      |                      |
| 170-17-34  | REGISTRATION AND ACADEMIC PROGRESS RECORDS | 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. | 1 TERM  
After contested grade results resolved |                      |                      |
| 170-17-35  | REGISTRATION AND ACADEMIC PROGRESS RECORDS | GRADE / PROGRESS REPORTS  
Records related to grade/progress reports. | 1 YEAR  
After date distributed | Registrar         |                      |
| 170-17-36  | REGISTRATION AND ACADEMIC PROGRESS RECORDS | GRADUATION AUTHORIZATIONS  
Records related to certifying completion of degree requirements. | 5 YEARS  
After degree completed OR date of last attendance (whichever is sooner) | Registrar         |                      |

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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                    | 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                   |                 |                                    |
| 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                    |                 |                                    |
| 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                   | Registrar        |                                    |
| 170-17-43  | REGISTRATION AND ACADEMIC PROGRESS RECORDS | ROTC CADET RECORDS  
Records related to a student enrolled in a ROTC Program.                                                                                                                                                                           | 5 YEARS                   |                 |                                    |
| 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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| 170-17-45  | REGISTRATION AND ACADEMIC PROGRESS RECORDS  | 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. | 3 YEARS After date of session           |                  |                       |
| 170-17-46  | REGISTRATION AND ACADEMIC PROGRESS RECORDS  | 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. | PERMANENT                               | University Archives |                       |
| 170-17-47  | REGISTRATION AND ACADEMIC PROGRESS RECORDS  | 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. | Until release                           |                  |                       |
| 170-17-48  | REGISTRATION AND ACADEMIC PROGRESS RECORDS  | TRANSCRIPT REQUEST FORMS
Transcript request forms submitted to the University. | 1 YEAR After date submitted             | Registrar         |                       |
| 170-17-49  | REGISTRATION AND ACADEMIC PROGRESS RECORDS  | TRANSCRIPTS
Official course and grade records, including grade changes. | PERMANENT                               | Registrar         |                       |
| 170-17-50  | REGISTRATION AND ACADEMIC PROGRESS RECORDS  | 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. | PERMANENT                               | UNL Registrar | Neb. Rev. Stat. § 85.173 - 85-175 |
| 170-17-51  | REGISTRATION AND ACADEMIC PROGRESS RECORDS  | TRANSFER CREDIT REQUESTS / REPORTS
Records related to transfer credit requests and/or reports. | 5 YEARS After degree completed OR date of last attendance (whichever is sooner) | Registrar         |                       |

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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) | | |
| 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 | |

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<td>170-17-60</td>
<td>STUDENT LIFE RECORDS</td>
<td>JUDICIAL RECORDS - DISMISSED STUDENTS&lt;br&gt;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.</td>
<td>PERMANENT</td>
<td>Student Affairs</td>
<td></td>
</tr>
<tr>
<td>170-17-61</td>
<td>STUDENT LIFE RECORDS</td>
<td>JUDICIAL RECORDS - STUDENT ORGANIZATIONS&lt;br&gt;Contains information on student organizations found in violation of the Student Code of Conduct and/or engaging in other acts of misconduct.</td>
<td>PERMANENT</td>
<td>Student Affairs</td>
<td></td>
</tr>
<tr>
<td>170-17-62</td>
<td>STUDENT LIFE RECORDS</td>
<td>SERVICES TO STUDENTS WITH DISABILITIES&lt;br&gt;Records concerning services to students with disabilities and may include accommodation requests, and notes from meetings with disabled students.</td>
<td>5 YEARS&lt;br&gt;After degree completed OR date of last attendance (whichever is sooner)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>170-17-63</td>
<td>STUDENT LIFE RECORDS</td>
<td>STUDENT HANDBOOK - CAMPUS&lt;br&gt;The official campus Student Handbook and records used in its creation.</td>
<td>PERMANENT</td>
<td></td>
<td>Archival Review</td>
</tr>
<tr>
<td>170-17-64</td>
<td>TRIO RECORDS</td>
<td>UPWARD BOUND RECORDS&lt;br&gt;Records related to participants in the program.</td>
<td>6 YEARS</td>
<td>TRIO Office</td>
<td></td>
</tr>
</tbody>
</table>
RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE
RECORDS MANAGEMENT DIVISION
440 S. 8TH STREET SUITE 210
LINCOLN, NE 68508-2294

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):

<table>
<thead>
<tr>
<th>SCHEDULE NUMBER(S) ONLY</th>
<th>TOTAL VOLUME DISPOSED</th>
</tr>
</thead>
<tbody>
<tr>
<td>(DO NOT INCLUDE SECTION AND ITEM NUMBERS)</td>
<td>(SEE REVERSE)</td>
</tr>
</tbody>
</table>

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

SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.
VOLUME ESTIMATING GUIDE

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

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