

Admissions

Records Retention Schedule

*Key: PM= Permanent, AC= After Close, FE= Fiscal Year End, LA=Life of Asset
AV= As Long as Administratively Valuable, US= Until Superseded, + Year*

<i>Category</i>	<i>Title</i>	<i>Office of Origin</i>	<i>SBOE Reference</i>	<i>Retention</i>
<i>Academic</i>				
	10th Statistics	Registrar/Admissions	SG 18-309	PM
	Publications- brochures, post cards, leaflets on athletics & clubs, and other inserts into applicant letters	Admissions	SG 18-262	PM
<i>Administrative</i>				
	Transfer Guides- Articulation agreement	Admissions	SG 18-173	PM
<i>Fiscal</i>				
	Internal Budget Reports-tracking expenses	Admissions	SG 18-111	FE + 3
	Requisitions- packing slips	Controller's Office	SG 18-42	FE + 5
<i>Students</i>				
	Applicant Files-No Shows	Admissions	SG 18-349	AC + 5
	Applications Accepted	Admissions	SG 18-293	AC + 5
	Applications rejected	Admissions	SG 18-294	AC + 1
	Current Applicant Files (not students)	Admissions	SG 18-293	AC + 5
	Military Transcripts	Admissions/Registrar	SG 18-349	AC + 5
	Prospects: Test scores, transcripts	Admissions	SG 18-302	US + 1
	Transfer Equivalency Report	Admissions	SG 18-349	AC + 5
	Weekly Applicant Count report	Admissions	SG 18-349	AC + 5