

**COLLEGE OF SCIENCE  
ADVISEMENT OFFICE**

**749.01            Student Files (Duplicates)**

Dates:                      1973 -  
Volume:                    10 Cu. Ft.  
Annual Accumulation:    1/2 Cu. Ft.  
Arrangement:             Alphabetical &  
   Chronological

These are the college's student files (undergraduate and graduate) containing copies of applications for admission to the college, copies of various registration, enrollment, and advisement forms, copies or excerpts of transcripts, copies of grade slips, graduation checklists, copies of teaching and graduate assistant application and appointment forms (as applicable), documentation of any disciplinary actions invoked against the students, and related correspondence and memoranda. The original student and/or grad assist files are maintained and scheduled for permanent retention by the Office of Admissions and Records or the Graduate School as applicable.

**Recommendation:**    Retain in office for seven (7) years following the date of graduation and/or the last date of enrollment of the respective student(s), then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.