

SCHOOL OF LAW

REGISTRATION OFFICE

530.01 Rules of the School of Law

Dates: 1973 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: By category

The rules of the School of Law are academic policy and procedure guidelines adopted by the School of Law faculty.

This item supersedes State Records Application 87-63, item 747, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

Recommendation: Retain current rules, updating as revised by faculty.

530.02 Student Grade Slips (Duplicates)

Dates: 1973 -
Volume: 4 Cu. Ft.
Annual Accumulation: --
Arrangement: By semester, by class, then
Alphabetical by student's
name

This item supersedes State Records Application 87-63, item 748, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

Recommendation: Retain in the office for three (3) years following that class's graduation, then transfer to microfiche. Microfiche copies are to be retained at the discretion of the agency.

530.03 Class Ranking Lists

Dates: 1973 -
Volume: 2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by semester

This record series is a ranking of all students entered in the School of Law by semester.

This item supersedes State Records Application 87-63, item 749, to provide for the incorporation of the file series into this revised records disposition application.
(No change in the previously approved disposition is proposed.)

Recommendation: Retain in the office for five (5) years after date of graduation, then transfer to microfiche. Microfiche copies are to be retained at the discretion of the agency.

530.04 Student Exam Identification Cards

Dates: 1973 -
Volume: 15 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Chronological by semester, course number, then Alphabetical by student's name

The identification card is used by the Registrar's Office to match a test score with an individual student. All law students are assigned a code number. This number is written on the test, the paper is then graded by the professor, the professor then submits the code numbers and grades to the Registrar's Office.

This item supersedes State Records Application 87-63, item 750, to provide for the incorporation of the file series into this revised records disposition application.
(No change in the previously approved disposition is proposed.)

Recommendation: Retain in office for three (3) years after date of examination, then

transfer to microfiche. Microfiche copies are to be retained at the discretion of the agency.

530.05 Curricular Files

Dates: 1973 -
Volume: 4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by name and
Chronological by date

This record series consists of lists of textbooks used, exam and class schedules, academic calendars, teaching assignment lists and course descriptions.

This item supersedes State Records Application 87-63, item 751, to provide for the incorporation of the file series into this revised records disposition application.
(No change in the previously approved disposition is proposed.)

Recommendation: Retain calendars and teaching assignment lists permanently. Retain other items five (5) years in office, then dispose of.

530.06 Individual Course Files (See 530.12)

Dates: 1973 -
Volume: 30 Cu. Ft.
Annual Accumulation: 2 Cu. Ft.
Arrangement: By semester and numerical
by course number

These files contain lists of students enrolled in each course and their earned grades, the professors' grading sheets, copies of grade change cards, and originals of final examination questions for each course.

This item supersedes State Records Application 87-63, item 752, to provide for the incorporation of the file series into this revised records disposition application.
(No change in the previously approved disposition is proposed.)

Recommendation: Retain in the office for five (5) years, then dispose of

examination question and transfer other materials to microfiche. Microfiche copies are to be retained at the discretion of the agency.

530.07 Student Files (Originals)

Dates: 1973 -
Volume: 62 Cu. Ft.
Annual Accumulation: 5 Cu. Ft.
Arrangement: Alphabetical by name of student

These files contain: original School of Law admission documents (application, LSAT/LSDAS Report), transcripts of previous academic work, admission committee action, documenting correspondence, and recommendations related to the admission application; registration forms and student schedules; general correspondence; certifications of various types (loan deferments, 711 license applications, bar certificates, etc.); copies of student grade slips; and each student's permanent academic record card (internal transcript). The files may also contain other relevant information that relates to a particular student - e.g. alleged misconduct and resolution of the allegation.

This item supersedes State Records Application 87-63, item 753, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

Recommendation: Retain contents in entirety for three (3) years following graduation or separation from law school. After the latter three (3) year period, microfilm and retain permanently in microfilm format the following: application, LSAT/LSDAS Report summary page, official transcripts, permanent academic record card, and other information germane to a student's record of enrollment, including alleged misconduct and

resolution documentation.
Hardcopy documentation of these records may be disposed of upon completion of the microfilming. All other file contents are to be disposed of upon the lapse of three (3) years following graduation providing no litigation is pending or anticipated.

530.08 Tenth Day Enrollment Reports

Dates: 1973 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological by semester

This item supersedes State Records Application 87-63, item 754, to provide for the incorporation of the file series into this revised records disposition application.
(No change in the previously approved disposition is proposed.)

Recommendation: Retain ten (10) years in office, then transfer to microfiche. Microfiche copies are to be retained at the discretion of the agency.

530.09 Faculty Minutes and Agenda

Dates: 1972 -
Volume: 1 drawer
Annual Accumulation: Negligible
Arrangement: Chronological by date

This item supersedes State Records Application 87-63, item 755, to provide for the incorporation of the file series into this revised records disposition application.
(No change in the previously approved disposition is proposed.)

Recommendation: Retain permanently in the office.

530.10 Answers of Law School Exams

Dates: 1985 -
Volume: 80 Cu. Ft.
Annual Accumulation: 40 Cu. Ft.
Arrangement: By semester and numerical
by course number

This item supersedes State Records Application 87-63, item 756, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

Recommendation: Retain in the office for one (1) year, then dispose of provided no litigation is pending or anticipated.

530.11 Graded Final Examination Papers (Originals)

Dates: 1997-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: By Course and Date

This record series consists of the final examination instruments (with related responses) administered to law school students. Grades are transferred to student transcripts in the Office of Admissions and Records for permanent recordkeeping per approved Application 97-43, item 105.01.

Recommendation: Retain in office for one (1) year, then dispose of (by shredding) providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

530.12 Individual Course Files

Dates: 1973-
Volume: 42 Cubic Feet
Annual Accumulation: 2 Cubic Feet
Arrangement: Chronological by semester and Numerical
by course number

These files contain lists of students enrolled in each course and their grades, the professors' grading sheets, copies of grade change cards, course rosters (with student names and exam ID#), and originals of final examination questions for each course.

This item superseded items 530.06 of this Application 97-43 to revise the description to include the course rosters and to change the retention period of the microfilm from "at the discretion of the agency" to ten (10) years.

Recommendation: Retain in office for five (5) years, then destroy examination questions in a secure manner and transfer other materials to microfilm. Retain microfilm for an additional ten (10) years, then destroy in a secure manner providing no litigation is pending or anticipated.