

COLLEGE OF EDUCATION
OFFICE OF ACADEMIC ADVISEMENT

371.01 Student Worker Files (Duplicates)

Dates: September 1, 1997 -

Volume: Negligible

Annual Accumulation: Negligible

Arrangement: Alphabetical

This record series contains the following information: copies of transcripts, grade slips, records of courses taken, advisement sheets, student work performance evaluations, salary information, and related correspondence. Original student records are maintained permanently by the Office of Admissions and Records per item 105.01 of this records disposition application. Original student payroll files are maintained by the Financial Aid Office for twelve (12) years per approved Application 87-64, item 470.12.

Recommendation: Retain in office for three (3) years following the last date of enrollment or the date of graduation of the respective student, whichever is applicable, 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.