



THE GEORGIA ARCHIVES

Records and Information Management Services State Agency Specific Schedules For Technical College System

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Academic Action Authorizations	This series documents actions taken by the college against a student, including dismissal, suspension, and demotion.	5 years after graduation or date of last attendance	AACRAO 2000 ed. Retention Schedule C, p16	Temporary-Short-Term		0415-004

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Academic Standing Reports	This series documents student academic standing, including academic deficiency and the status of changes of academically deficient students. Records may include: reports containing student names, grade point averages, grade point deficiencies, and numbers of previous suspensions and probations, student petitions for re-evaluation, report of student progress toward academic readmission/removal of probation, academic honors and awards, and related documentation.	3 years from the date of creation of the report		Temporary-short-Term		0415-010

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Admissions Records for Applicants Who Do Enroll in Classes (Accepted)	This series documents the application process for individuals seeking admission to college. Records may include: acceptance letters, advanced placement records, applications for admission, entrance exam reports, letters of recommendation, medical records, readmission forms, recruitment materials, test scores, residency classification forms, transcripts, and military records.	5 years after graduation or date of last attendance. Letters of recommendation: destroy after student enrollment	AACRAO 2000 ed. Retention Schedule B, p14	Temporary-Short-Term	Any documents which are originals may be returned to the student after one year rather than destroyed	0415-002

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Admissions Records for Applicants Who Do Not Enroll (Accepted and Rejected)	<p>This series documents the application process for individuals seeking admission to college. Records may include:</p> <ul style="list-style-type: none"> acceptance letters, advanced placement records, applications for admission, entrance exam reports, letters of recommendation, medical records, readmission forms, recruitment materials, test scores, transcripts from other colleges, transcripts from high school, military documents, and international student documents. 	1 year after application term	AACRAO 2000 ed. Retention Schedule A, p13	Temporary-Short-Term	Any documents which are originals may be returned to the student after one year rather than destroyed	0415-001

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Admissions Reports	<p>This series provides summary information relating to student admission programs which may be used for control, planning or review. Records may include: working papers, drafts, transitory reports, final reports, and related placement documentation. Typical report subject categories include the number of new students, advanced placement, and grade point averages.</p>	<p>Final reports: Permanent. All other records: 5 years</p>		Permanent	<p>Transfer to college archives for permanent retention</p>	0415-012

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Borrower's Loan Records	This series serves as a monitoring tool for all Perkins and National Direct Student Loans. This series consists of files for each borrower and may include: repayment schedules, statements of rights and responsibilities, and records of action taken.	3 years after loan repayment or assignment to US Department of Education	34 CFR 674.19(E)(2-3)	Temporary-Short-Term		0415-047
Borrower's Loan Records (Cancelled)	This series documents Perkins and National Direct Student Loans that have been cancelled because of bankruptcy, death or disability, bad debt, write-off, or assignment. This series consists of file for each borrower.	5 years after debt cancellation or assignment to US Department of Education	34 CFR 674.19(E)(2-3)	Temporary-Short-Term		0415-048

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Certification Records	This series documents the preparation of students earning degrees and/or certification through licenses or certificates to enter a profession and forms the basis of the initial certification of various professions. Records may include: applications for admission, registration for practicum and evidence of completion of practicum; transcripts; and notice of completion of hours required for certification.	5 years after initial certification application by student		Temporary-Short-Term		0415-013

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Change of Name Records	This series documents students or applicants name changes reported to the admissions or registrar's offices by students.	5 years after degree completed or date of last attendance	AACRAO 2000 ed. Retention Schedule C, page 17	Temporary-Short-Term		0415-025
Class Schedules of Students	This series provides a list of classes registered for by an individual student for a particular quarter.	1 year after graduation or date of last attendance	AACRAO 2000 ed. Retention Schedule C, p16	Temporary-Short-Term		0415-007
Commencement Records	This series documents commencement program planning and implementation at the college. Records may include: commencement attendance forms, planning records, and related correspondence.	Commencement Programs: Permanent. All other records: 1 year for all other records.	AACRAO 2000 ed. Retention Schedule E, p19	Permanent	Transfer to college archives for permanent retention	0415-014

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Course Schedule Change Forms and Data	This series documents student requests to drop/add or withdraw from a single class during the quarter.	1 year after date submitted	AACRAO 2000 ed. Retention Schedule C, p16	Temporary-Short-Term		0415-005
Credit Bureau Reports	This series documents holders of student loans that have been reported to credit bureaus.	4 years after collected or deemed uncollectible	34 CFR 29.518(b)(E)(2-3)	Temporary-Short-Term		0415-049
Curriculum Change Authorizations	This series documents student requests to change their program of study.	5 years after graduation or date of last attendance	AACRAO 2000 ed. Retention Schedule C, p16	Temporary-Short-Term		0415-008

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Degree Audits	This series documents student completion of degree requirements. Records may include: graduate audit forms, work sheets, transcripts, and transfer course evaluations.	5 years after graduation or date of last attendance	AACRAO 2000 ed. Retention Schedule C, page 16	Temporary-Short-Term		0415-044
Department Student Files	This file contains the following documents related to the college's process of graduation certification: checklist for graduation, grade reports, student academic records, official change of grade forms, arts & sciences administrative notifications, requests to change colleges, and letters of reference.	3 years after graduation or date of last enrollment		Temporary-Short-Term		0415-045

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Diploma, Degree and Certificate Mailing Verification Records	This series documents students' requests to have diplomas, degrees, certificates, and other graduation records distributed to specific addresses.	1 year		Temporary-Short-Term		0415-015
Enrollment Reports	This series is used to provide the President's office with a record of enrollments which may be used for planning and research. Information contained in the reports includes student names and levels, grade point averages, demographic data, and academic majors.	Final reports: Permanent. All other records: 2 years		Temporary-Short-Term	Transfer to college archives for permanent retention	0415-016

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Examinations, Tests, Term Papers, and Homework Records	This series documents student subject master in college courses. Records may include: exams and answers; quizzes and answers; homework assignments; course papers; term papers; and essay assignments. This series does not include graduate student qualifying or comprehensive exams.	Uncontested Grade Results: 1 year after course completion. Contested Grade Results: until resolved.		Temporary-Short-Term		0415-017

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Family Educational Rights and Privacy Act (FERPA) Documents	This series documents the process of student information release requests and consent authorizations or denials in accordance with the Family Educational Rights and Privacy Act. Records may include: requests for formal hearings; request for release of personally identifiable information; records of disclosures made to third parties; student statements regarding hearing panel decisions; written decisions of the hearing panel; written consent of the student to disclose records;	Permanent or until terminated by student: student requests for nondisclosure of directory information, written consent for disclosure, and waivers of rights to access. All other records: Permanent	AACRAO 2000 ed. Retention Schedule F, page 20	Permanent	Transfer to college archives for permanent retention	0415-018

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Federal Title IV Fiscal Records and Reports	<p>waivers of rights of access; and related correspondence.</p> <p>Records document Federal Title IV Aid transactions, including receipt, management and disbursement of funds.</p>	<p>3 years after the end of the award year unless otherwise specified; FISAP exception: 3 years after the end of the award year in which the FISAP was submitted</p>	<p>34 CFR 676.9, and 668.24</p>	<p>Temporary-Short-Term</p>		<p>0415-052</p>

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Federal Title IV Program and Institutional Records	Records document eligibility to participate and school's administration of Federal Title IV programs. Records include institutional program participation agreement; recertification, education program eligibility; accreditation reviews; reports; audit and program reviews; and, other records as specified in regulation.	Agreements: 7 years after expiration. Records of borrower eligibility: 3 years after end of the award year borrower last attended college. Fiscal Operations Reports and Application to Participate: 5 years after end of award year	34 CFR 676.8 and 668.24	Temporary-Short-Term	For records involved in any loan, claim, or expenditure questioned by audit: retain until the resolution of such question or until the retention period applicable to the record, whichever is longer	0415-050
Fee Assessment Forms	This series documents the payment of fees for course fees, lab time, diplomas, commencement exercises, etc.	5 years after graduation or date of last attendance	AACRAO 2000 ed. Retention Schedule C, p16	Temporary-Short-Term		0415-009

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
FFELP and Direct Loan Records	Records relate to Federal Family Education Loan Program (FFELP) and Direct Loan Programs included but not limited to: eligibility (student and/or parent), application; disbursement records; and promissory notes.	Eligibility records: 3 years after the end of the last ward year the student attended. Participation records: 5 years after the end of the award year in which the records were submitted.	34 CFR 682.201, and 682.515; AACRAO 2000 ed. Retention Schedule H, page 23	Temporary-Short-Term	For records involved in any loan, claim, or expenditure questioned by audit: retain until the resolution of such question or until the retention period applicable to the record, whichever is longer	0415-051

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Georgia Open Records Act (GORA) and Freedom of Information Act (FOIA) Request Records	This series documents public requests for information under the Freedom of Information Act received by the Registrar. Records include: inquiries from the public received by the office; written and dated responses issued by the office; notes and memoranda made in drafting responses to these inquiries; and initials of officials approving the release of information.	5 years	O.C.G.A.9-3-24	Temporary-Short-Term		0415-019

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Grade Reports	This series documents grades received by students for the term. This is the record copy of reports distributed to students at the end of each term. Individual forms include: course numbers and titles, grades awarded, grade point average, student name, and student identification number	1 year after graduation or date of last attendance	AACRAO 2000 ed. Retention Schedule C, page 16	Temporary-Short-Term		0415-020

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Grievance Records	This series documents grievances brought forward by students against the college which do not result in litigation. Grievances may pertain to academic issues; housing; affirmative action and equal opportunity; student conduct; and other issues.	5 years after graduation or date of last attendance		Temporary-Short-Term		0415-021
Independent Study Records	This series documents department approval for students to enroll in independent study courses.	5 years after graduation or date of last attendance		Temporary-Short-Term		0415-022

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
International Students Records	This series documents college assistance to international students who have been admitted to academic programs. These records primary concern college admissions, immigration issues, and other non-academic matters.	5 years after graduation or date of last attendance and at least 1 year after final notice to Immigration and Customs Enforcement		Temporary-Short-Term		0415-023
Internship Program Records	This series is used to provide a record of the administration of student internships, practicums, and cooperative education programs. Programs may be within the college or off campus and for class credit and/or pay.	5 years after graduation or last date of attendance		Temporary-Short-Term		0415-024

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Loan Activity Records	This series documents payments, adjustments, draw advances, address and status changes, cancellations, deferments, and postponements on borrower's accounts.	3 years after loan is paid	34 CFR 674.19, 2-3	Temporary-Short-Term		0415-053

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
National Testing Records	This series provides a record of the services rendered to clients by administering tests required of students seeking admission to various programs or seeking to substitute already acquired knowledge for formal college courses. Tests administered include: Scholastic Aptitude (SAT); American College (ACT); National Teacher Education (NTE); and Test of English as a Foreign Language (TOEFL).	5 years after testing date		Temporary-Short-Term		0415-026

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Original Grade Sheets/Class Lists	This series provides instructional departments with an official record of students enrolled in courses taught and documents quarter end grades of each student.	Student Information Database: Permanent. Instructor class files: Retain for the duration of the grade appeal policy	AACRAO 2000 ed. Retention Schedule C, p16	Permanent	Transfer to college archives for permanent retention	0415-006
Pell Grant Reports	This series consists of copies of summary reports submitted to the Pell Grant Scholarship program on a routine basis. Reports are submitted on OMB 1840-0540 and summarize money awarded, received and disbursed, balance remaining, and dates.	5 years after audit	34 CFR 668.24 and 690.2	Temporary-Short-Term		0415-054

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Perkins Loan Program Records	Records relate to Perkins Student Loan, National Direct Student Loan, and Nursing Loan programs and show each borrower's payment history.	Loan Administration Records: 5 years after the end of the award year in which the aid was disbursed. Fiscal Operations Reports and Applications to Participate: 5 years after the end of the award year in which the FISAP was submitted.	34 CFR 674.19(e); AACRAO 2000 ed. Retention Schedule H, page 23	Temporary-Short-Term	For records involved in any loan, claim, or expenditure questioned by audit: retain until the resolution of such question or until the retention period applicable to the record, whichever is longer	0415-055

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Placement Records	This series documents the written reference history of a student to be forwarded to potential employers or other schools. Records may include: credentials records; release of information forms; reference letters; student teaching reports; professional program certificates; personal data sheets and resumes; and, college interview forms.	3 years for established files		Temporary-Short-Term		0415-027

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Placement Survey Records	This series documents the results of a placement survey conducted every two years of recent baccalaureate graduates.	Reports: Permanent. All other records: 3 years		Permanent	Transfer to college archives for permanent retention	0415-028
Prospective International Student Records	This series documents college assistance to international students who are considering attendance at the college.	Non-admitted Applicants: 2 years. Admitted Applicants: until enrolled when records become part of the International Student Records		Temporary-Short-Term		0415-029
Recruiters Records	This series provides a record of recruiter visits to the campus to conduct job interviews.	2 years from date of record creation		Temporary-Short-Term		0415-030

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Residency Affidavits	This series documents declarations filed by students regarding state residency status which is critical for determining tuition status.	5 years after graduation or date of last attendance		Temporary-Short-Term		0415-031

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Services to Special Population Student Records	This series documents student participation in services to Special Population Students Program. Records may include: health professional evaluations reports, recommendations for student applicants, autobiographical essays, copies of applications for admission, copies of notices of admissions, special admissions application checklists, physicians' statements and letters, and counseling interview notes and referrals.	5 years after graduation or date of last attendance		Temporary-Short-Term	Note: some records may be exempt from disclosure.	0415-032

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Special Academic Programs Student Records	This series documents and tracks the application, admission, selection, and progress of college students participating in special academic programs serving, guiding, and aiding college students. This series consists of the individual files for students participating in special college programs which provide services ranging from counseling and tutoring to tuition waiver assistance. Programs may include: the English Language Institute (ELI) and American English Institute;	Accepted and Enrolled Participants: 5 years. Denied and Did Not Enroll: 2 years		Temporary-Short-Term		0415-033

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
	Educational Opportunities Program (EOP); non-traditional student programs; Older than Average Student Program and Adult Learners; National Student Exchange Program (NSE); Native American Science Program (NASP); University Exploratory Studies Student Program (UESP); Study Abroad Program; Academic Learning Services (ALS); Peer Advising; and other special academic programs.					

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Specific Program Records	This series addresses specific program admission requirements (i.e., immunications, physcial examinations, drug screens, criminal background checks, motor vehicle reports and psychological evaluations).	3 years after graduation or date of last enrollment		Temporary-Short-Term		0415-046
Student Activity Reports	This series provides a record of student statistics in a specific instructionals department and is used to provide summary information which may be used for planning or review.	Until superseded or obsolete		Transitory		0415-034

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Student Advising Records	This series is used to provide a record of a student's academic progress within a specific college program. Most of the components of this record series are reference copies of records maintained in the files of the Registrar's office and are maintained for the convenience of student academic advisors.	5 years after graduation or date of last enrollment		Temporary-Short-Term		0415-035

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Student Development Transcripts Records	This series documents student participation in university clubs, organizations, honor societies and special academic programs; volunteer service in community organizations; and honor and awards received.	Transcripts: Permanent. All other records: 5 years after last activity		Permanent	Transfer to college archives for permanent retention	0415-037

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Student Financial Aid Records	Records document student eligibility common to all Federal Title IV aid programs. May include: student aid report or institutional student information report used to determine eligibility; documentation of need and eligibility for Title IV funds; cost of attendance information; documents used to verify applicant data; and required student certification statements.	3 years after the year in which the aid is awarded	34 CFR 668.24, 674.18, 676.19, and 682.215; AACRAO 2000ed, Retetnion Schedule H, page 23	Temporary-Short-Term		0415-056

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Student Loan Check Request Lists	This series documents loan disbursements made to students. This series consists of quarterly lists of loan checks issued from either the Controllers Division or the college Business Manager's revolving fund.	4 years		Temporary-Short-Term		0415-057
Student Loan Payment Coupons	This series documents payments made by holders of student loans. This series consists of payment coupons which accompany each quarterly or monthly payment made to the student loan office.	4 years		Temporary-Short-Term		0415-058

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Student Non-Disclosure Requests Records	This series documents the request by a student to restrict release of information normally provided as directory information as per the Family Educational Rights and Privacy Act.	Life of underlying documents the student has asked not to be disclosed	FERPA; AACRAO 2000 ed., Retention Schedule F, page 20	Temporary-Long-Term		0415-038

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Student Organization Administrative Records	This series documents the history, development, and policies of campus student organizations. Records may include: annual review forms, minutes, constitutions and bylaws, budgets, bills and resolutions, handbooks, scrapbooks, officer and member rosters, and photographs.	Permanent		Permanent	Transfer to college archives for permanent retention	0415-039

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Student Promissory Notes	This series consists of the promissory notes for student loans negotiated for the current academic year. The notes become part of the borrower's loan records at the end of the academic year.	5 years after repayment	34 CFR 674.19, 24 CFR 674.31	Temporary-Short-Term		0415-059

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Student Recruitment Records (Academically Disadvantaged and Other)	This series documents efforts to recruit students based upon disadvantaged status, academic performance, and other criteria. Records may include: prospects lists, interview and conversation notes, photographs, personal information forms, resumes, test scores, and transcripts.	5 years		Temporary-Short-Term		0415-040

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Student Tracking Records	This series documents student enrollment in courses and changes in enrollment. This series also documents admission status changes, affiliation and registration in programs, and changes in grading basis. Records may include: registration forms; registration change forms (add/drop); withdrawal forms; application for re-admission; change of program (within the college); and grading basis (unsatisfactory/satisfactory) change forms.	5 years after graduation or date of last attendance. Withdrawal and grade change forms: Permanent	AACRAO 2000 ed. Retention Schedule C, p16	Permanent	Transfer to college archives for permanent retention	0415-003

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Supplemental Grade Report Records	This series documents grade changes submitted by instructors through the academic departments to the Registrar.	Permanent	AACRAO 2000 ed., Retention Schedule C, page 16	Permanent	Transfer to college archives for permanent retention	0415-041
Transcript Hold or Encumbering Authorization Forms	This series documents holds on transcripts and academic reporting information placed by the college for a number of reasons. This series consists of forms authorizing the holding of academic records and information until the subject of the academic record takes a specific action.	Until release of the hold authorization		Temporary-Short-Term		0415-042

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Transcript Request Forms	This series provides a record of student requests for transcripts to be sent to other colleges.	1 year from date submitted to the college	AACRAO 2000 ed, Retention Schedule C, page 17	Temporary-Short-Term		0415-043
Work Study Program Administrative Records	Series documents the administration of the Federal Work Study program at the college. Records include: job descriptions, award letters; pay rate change notices and related correspondence.	3 years after the end of the award year for which the aid was awarded	34 CFR 675.19; AACRAO 2000 ed, Retention Schedule H, page 23	Temporary-Short-Term		0415-060
