

UI Official Records Retention Schedule

Official records are: (1) records having the legally recognized and judicially enforceable quality of establishing some fact, policy, or institutional position or decision. (2) the single official copy of a document maintained on file by an administrative unit of the University which is usually, but not always, the original. (3) subject to the records retention requirements included in the Records Management Program and Retention Schedule.

* Exceptions must be approved by Records Management Committee. Records that may have historical or enduring value should be reviewed by the University Archivist before destruction.

**Confidential: records with information of various sorts that the University receives and holds confidential unless otherwise ordered by a court, by the lawful custodian of the records or by another person duly authorized to release such information. Examples include: student records, medical records, personnel records, etc.

***Vital: records with information considered essential for the operations of a department (and/or the University) and includes information that may prevent a department from incurring serious liability or risk, or that would be extremely costly to replace. In the event of a disaster, this information, if destroyed, would make it difficult for a department to conduct normal business activities.

Final 01/2017

Official Record Category	Official Record Title	Official Record Description	Administrative Unit Responsible for Establishing Retention Criteria	UI Retention Guideline (5 Years, 10 Years or Permanent)*	Confidential* * (Yes/No)	Vital*** (Yes/No)	Official Files Maintained By (Central Administrative Unit or Local Department)
Academic/Student Records	Course Grades	Records of final grades and change of grades for students in UI credit classes (graduate, undergraduate, professional students at all UI Colleges and campuses).	Registrar	Permanent	Yes	Yes	Registrar's Office
Academic/Student Records	Class Lists	Roster of students/class lists for UI credit classes (graduate, undergraduate, professional students at all UI Colleges and campuses).	Registrar	Permanent	Yes	Yes	Registrar's Office

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Academic/Student Records	Enrollment History Files	Academic record documenting initial UI registration and any subsequent changes in enrollment for all UI students (credit and non-credit - with the exception of CEU's).	Registrar	Permanent	Yes	Yes	Registrar's Office
Academic/Student Records	Data Warehouse and Online Student Record Access Requests	Record of employees who have requested access to the Online Student Record Data Warehouse and completed FERPA Training.	Registrar	Permanent	No	No	Registrar's Office
Academic/Student Records	Degree Progress Report	Record of all college level courses completed (both transfer and UI) as well as waivers and degree requirements for the student's program of study - maintained for each student enrolled in a UI degree program.	Registrar	Permanent	Yes	Yes	Registrar's Office
Academic/Student Records	Course Fee Approvals/Reports	Documentation of recommendations and final approvals of course fees specific to the actual course. Requests can be submitted twice a year and if approved will be active for five years. Misc. Fee Committee recommendations are sent to the Provost Office for final approval.	Registrar	10 Years	No	Yes	Registrar's Office (on behalf of the Provost's Office)

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Academic/Student Records	Grades of Students from Iowa higher educational institutions that have closed	All grades attained by students of any institution of higher learning, whether incorporated or not, that have gone out of existence or cease to function as an educational institution within the state of Iowa, as transferred to the SUI per Code of Iowa requirement.	Code of Iowa - Chapter 264: Perpetuation of College Credits	Permanent	Yes	Yes	Registrar's Office
Academic/Student Records	Student Records - cumulative folder - graduate	Original University of Iowa student application, letters of recommendation, application for resident classification, transcripts from other institutions, test scores and other supporting documentation for UI graduate students' matriculated admission to the UI.	Registrar	10 Yrs. after last enrollment	Yes	Yes	Registrar's Office
Academic/Student Records	Student Records - cumulative folder - undergraduate and professional	Original University of Iowa student application, application for resident classification, letters of recommendation, transcripts from other institutions, test scores, and other supporting documentation for UI undergraduate and professional students' matriculated admission to the UI.	Registrar	5 Yrs. after last enrollment	Yes	Yes	Registrar's Office

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Academic/Student Records	Official Transcripts	A certified record of the academic work done at the University of Iowa. It includes classes taken, hours earned, grades received and degrees conferred.	Registrar	Permanent	Yes	Yes	Registrar's Office