

# **Schedule 170-17**

# **UNIVERSITY OF NEBRASKA BOARD OF REGENTS**

## **STUDENT RECORDS**

June 19, 2013

Nebraska Records Management Division

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## **INSTRUCTIONS FOR USING THIS SCHEDULE**

Records retention and disposition schedules are designed to serve as your records management guideline for storing and disposing of agency records, **regardless of the media on which they reside**, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. State Agencies General Records Schedule No. 124 contains those records common to most state government agencies. This schedule takes precedence over General Records Schedule 124.

This schedule provides ongoing authority to dispose of paper records that do not have a permanent retention period after electronic copies have been made in accordance with Neb. Rev. Stat. § 25-12,112 (Reissue 1995) and to dispose of paper or electn

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### SCHEDULE 170-17 – UNIVERSITY OF NEBRASKA BOARD OF REGENTS – STUDENT RECORDS

**General Guidance:**

UNIVERSITY RECORD - The single authorized copy of and belonging to the University, regardless of physical form or characteristics, kept by the custodian charged with creating or maintaining the record copy.

RETENTION - Retention requirements are for all University records, regardless of the media on which they reside, unless otherwise noted.

E-MAIL AS A RECORD - E-mail is not a record series or item, but is a means of conveying information. E-mail retention is based upon the content and context of the e-mail message, not the fact that it is an e-mail message.

ANNOTATED OR ALTERED DUPLICATE COPIES - Any duplicate of a University record that has been annotated or altered is a distinct record and therefore subject to the requirements of University retention schedules.

WHILE CONSIDERED ESSENTIAL - A preservation duplicate of the University record may be made and retained while its retention is considered essential to protect the rights and interests of persons or to establish or affirm the powers and duties of the University in the resumption of operations after a disaster.

PRESERVATION HOLD - No destruction of University records may take place while there is a Preservation Hold in effect.

ITEM NUMBER	RECORDS SERIES
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Approved:  June 19, 2013



ITEM NUMBER	RECORDS SERIES	ITEM TITLE / ITEM DESCRIPTION	RETENTION	OFFICE OF RECORD	REFERENCE / COMMENTS
170-17-3	ADMISSIONS RECORDS	<b>LETTERS OF RECOMMENDATION (APPLICANTS NOT ENROLLING)</b> May also include other evaluative records.	<b>1 YEAR</b> After application term	Admissions Office UNK, UNL, UNO  Colleges / Schools UNMC	
170-17-4	ADMISSIONS RECORDS	<b>LETTERS OF RECOMMENDATION (APPLICANTS WHO ENROLL)</b> May also include other evaluative records.	<b>Destroy after student</b> matriculates	Admissions Office UNK, UNL, UNO  Colleges / Schools UNMC	
170-17-5	ADMISSIONS RECORDS	<b>ANNUAL REPORTS (GENERAL)</b> Annual statistical reports concerning admissions activities, programs, and scholarships.	<b>10 YEARS</b> After current calendar year - December 31	Admissions Office UNK, UNL, UNO  Colleges / Schools UNMC	Archival review
170-17-6	ADMISSIONS RECORDS	<b>RECRUITMENT MATERIALS (GENERAL)</b> May include brochures, catalogues, etc. dealing with admissions, programs, and scholarships.	<b>3 YEARS</b> After application term	Admissions Office UNK, UNL, UNO  Colleges / Schools UNMC	Archival review
170-17-7	COMPUTER SYSTEM RECORDS / DATA	<b>SOCIAL NETWORKING SITES</b>			See: Website Records, Item 170-17-9
170-17-8	COMPUTER SYSTEM RECORDS / DATA	<b>STUDENT INFORMATION SYSTEM (SIS)</b> Records may include (1) basic student data; (2) information on academics, financial matters and other aspects of student life.	<b>Follow retention</b> requirements already in place in Schedule 170-17 or other University specific schedules		See also: 170-2 Patient Records 170-6 Student Housing Records 170-18 Security, Police and Parking Records
170-17-9	COMPUTER SYSTEM RECORDS / DATA	<b>WEBSITE RECORDS</b> May include (1) Internet websites established and maintained by the University; (2) posts to social networking websites such as blogs, wikis, Facebook, Twitter, etc.	<b>Follow retention</b> requirements already in place in Schedule 170-17 or other University specific schedules		See also: 170-2 Patient Records 170-6 Student Housing Records 170-18 Security, Police and Parking Records

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ITEM NUMBER	RECORDS SERIES	ITEM TITLE / ITEM DESCRIPTION	RETENTION	OFFICE OF RECORD	REFERENCE / COMMENTS
170-17-10	FERPA COVERED RECORDS / DATA	FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT COMPLIANCE (FERPA)			

Approved:  June 19, 2013





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ITEM NUMBER	RECORDS SERIES	ITEM TITLE / ITEM DESCRIPTION	RETENTION	OFFICE OF RECORD	REFERENCE / COMMENTS
170-17-30	REGISTRATION AND ACADEMIC PROGRESS RECORDS	<b>CURRICULUM CHANGE REQUESTS AND AUTHORIZATIONS</b> Signed request and authorization forms and other relevant documentation.	5 YEARS After degree completed OR date of last attendance (whichever is sooner)	Registrar	
170-17-31	REGISTRATION AND ACADEMIC PROGRESS RECORDS	<b>DIPLOMA, DEGREE AND CERTIFICATE MAILING VERIFICATION RECORDS</b> Documents students' requests to have diplomas, degrees, certificates, and other graduation records distributed to specific addresses.	1 YEAR	Registrar	
170-17-32	REGISTRATION AND ACADEMIC PROGRESS RECORDS				

Approved: June 19, 2013

ITEM NUMBER	RECORDS SERIES	ITEM TITLE / ITEM DESCRIPTION	RETENTION	OFFICE OF RECORD	REFERENCE / COMMENTS
170-17-37	REGISTRATION AND ACADEMIC PROGRESS RECORDS	<b>GRADUATION LISTS</b> Lists of individuals who have successfully completed the degree requirements and have been graduated from the University.	PERMANENT		Archival review
170-17-38	REGISTRATION AND ACADEMIC PROGRESS RECORDS	<b>I-FORMS</b> Completed I-Forms signed by the student and			

Approved: June 19, 2013



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ITEM NUMBER	RECORDS SERIES	ITEM TITLE / ITEM DESCRIPTION	RETENTION	OFFICE OF RECORD	REFERENCE / COMMENTS
170-17-60	STUDENT LIFE RECORDS	<b>JUDICIAL RECORDS - DISMISSED STUDENTS</b> Contains information on students who are dismissed from the University, due to Student Code of Conduct violations and/or engaging in other acts of misconduct.	PERMANENT	Student Affairs	
170-17-61	STUDENT LIFE RECORDS	<b>JUDICIAL RECORDS - STUDENT ORGANIZATIONS</b> Contains information on student organizations found in violation of the Student Code of Conduct and/or engaging in other acts of misconduct.	PERMANENT	Student Affairs	
170-17-62	STUDENT LIFE RECORDS	<b>SERVICES TO STUDENTS WITH DISABILITIES</b> Records concerning services to students with disabilities and may include accommodation requests, and notes from meetings with disabled students.	5 YEARS After degree completed OR date of last attendance (whichever is sooner)		
170-17-63	STUDENT LIFE RECORDS	<b>STUDENT HANDBOOK - CAMPUS</b> The official campus Student Handbook and records used in its creation.	PERMANENT		Archival Review
170-17-64	TRIO RECORDS	<b>UPWARD BOUND RECORDS</b>			

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# RECORDS DISPOSITION REPORT

<b>TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8<sup>TH</sup> STREET SUITE 210 LINCOLN, NE 68508-2294</b>	<small>AGENCY</small> <b>Board of Regents of the University of Nebraska</b>
	<small>DIVISION</small>
	<small>SUB-DIVISION</small>

## REQUIRED INFORMATION:

In accordance with the Records Management Act, Neb. Rev. Stat. § 84-1212.02 (Reissue 1999) records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY  
(DO NOT INCLUDE SECTION AND ITEM NUMBERS)

TOTAL VOLUME DISPOSED  
(SEE REVER

## VOLUME ESTIMATING GUI