



COLLEGE POLICY

Policy Title Retention of Admission and Registration Records

Policy number	5101
Date issued	12/1/2019
Responsible office(s)	Student Affairs
Keywords	admissions retention; microfilming admissions; microfilm; registration records; registration

Policy purpose

Defines the retention and disposal policy for student records.

Scope

Definitions

- **RECORD**
FERPA defines a record as any information recorded in any way, including, but not limited to handwriting, print, computer, media, video or audio tape, film, microfilm, and microfiche.
- **STUDENT RECORD**
FERPA defines a student record as records that are directly related to a student and maintained by educational agency or institution or by a party acting for an agency or institution if certain conditions are met.
- **ADMISSIONS RECORDS FOR APPLICANTS WHO DO NOT ENROLL**
Documents that are part of the admissions file for applicants who do not subsequently enroll, regardless of their admission status, including those denied admission.
- **ADMISSIONS RECORDS FOR APPLICANTS WHO ENROLL**
Documents that are part of the admissions file for applicants who enroll and are considered students. these records form the basis for the admission, transfer credit, and sometimes completion of the student's academic program.
- **STUDENT ACADEMIC RECORDS**
Core academic and administrative documents relevant to the academic history of students. these documents include program records, registration and enrollment records, certification records and grades, transcripts, and graduation records.
- **STUDENT RECORD ELECTRONIC DATA**
Electronic data stored in student information systems.
- **PUBLICATIONS, STATISTICAL DATA, AND INSTITUTIONAL REPORTS**
Typical reports and statistics compiled at institutions. in all cases, reports, data, and statistics should be retained in the format in which they are created.

- FAMILY EDUCATION RIGHTS AND PRIVACY (FERPA) RECORDS:**
 Relate to students' ability to consent to the disclosure of their records and the right under FERPA to request amendment of their records.
- FEDERAL DISCLOSURE RECORDS**
 Records developed in compliance with the campus crime, student right-to-know, and athletic participation/equity in athletics act (EADA) disclosure requirements.

Policy

It shall be the policy of the Madison Area Technical College District, in accordance with Wisconsin Public Records Law, Stats., cited as sec. 19.21(7), that the registration and admissions records listed below will be retained in hard copy for the stated retention period, microfilmed, destroyed or retained permanently and need not be delivered to the State Historical Society, according to the following schedule. Approval of this policy was granted by the Public Records Forms Board acting under section 16.61(3)(e) of the Wisconsin State Statutes and the State Historical Society.

Retention and Disposal Schedule

Admissions Documents

DOCUMENT TYPE	RETENTION	MICROFILM	DESTROY
Application for Admission (not matriculated)	3 years	No	Yes
Cancellation of Application Card SS10	3 years	No	Yes
Correspondence	3 years	No	Yes
Entrance Examination Records ACT, GED, SAT, Assessment	3 years	No	Yes
Envelopes	3 years	No	Yes
Letters of Recommendation	3 years	No	Yes
Transcripts	3 years	No	Yes
Transfer of Application Card SS36	3 years	No	Yes

Registration Documents

DOCUMENT TYPE	RETENTION	MICROFILM	DESTROY
Academic & Nonacademic Action (Dismissal)	5 years	Yes	Yes
Academic Record (MATC transcript)	Permanent	Yes	No
Activity Registration Card SS177	5 years	Yes	Yes
Address Change Card SS057	0 years	No	Yes
Application for Admission (matriculated)	5 years	Yes	Yes
Catalogs	Permanent	Yes	No
Commencement Program (Book)	Permanent	Yes	No
Correspondence	Permanent	No	Yes
Deceased/ Obituary Documentation	5 years	No	Yes
Enrollment Verification Form SS260	2 years	No	Yes
Exit Interview Form SS179	2 years	No	Yes
Extenuating Circumstances Letters (R4)	2 years	No	Yes
Final Grade Rosters	Permanent	No	No
Foreign Student Forms (I-20, etc.)	5 years	No	Yes
Grade Change Form SS114	5 years	Yes	Yes
Graduation Listings	5 years	Yes	Yes
Graduate Name Addition Form SS254	5 years	Yes	Yes
Name Change Form SS120	5 years	Yes	Yes
Residency Change Form SS196	2 years	No	Yes
Scheduling & Fee Collection Form SS65	0 years	No	Yes

Social Security Number Change	5 years	Yes	Yes
Student Recommendation Form SS88	5 years	No	Yes
Transcript (other colleges)	5 years	No	Yes
Transcript Request Form SS44	5 years	No	Yes
Under 16 Years of Age Form SS279	2 years	No	Yes

Family Educational Rights Privacy Act Documents

DOCUMENT TYPE	RETENTION	MICROFILM	DESTROY
Job Placement Disclosure Form	5 years	Yes	Yes
Requests for Formal Hearings	5 years	Yes	Yes
Requests for Personally Identifiable Information (including records of disclosure)	5 years	Yes	Yes
Student Requests for Nondisclosure of Directory Information	5 years	Yes	Yes
Student's Written Consent of Records Disclosure	5 years	Yes	Yes
Waivers of Rights of Access SS153	5 years	Yes	Yes
Written Decisions of Hearing Panels	5 years	Yes	Yes

Links to state/federal regulations

- [Federal Educational Rights and Privacy Act \(FERPA\)](#)
- [Wisconsin Public Records Board](#)

Supporting documents

Related policies