

Minnesota State University, Mankato

Student Records Retention Schedule

Last updated and approved February 2, 2023

Minnesota Records Retention Schedule number 023-030

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Item No.	Record Series Title and Description	Retention Instructions	Statute	Vital? (Yes/No)	Archival? (Yes/No)
Admissions Records					
1	Admissions – Applicants who do not enroll (Admissions Office)	1 years after application term		N	N
2	Admissions – Applicants who enroll (May include: acceptance letter, applications, high school transcripts, test scores, I-20, etc.)	5 years after graduation or date of last attendance		N	N
Registrar Records					
Effective for the Fall 2004 semester and thereafter, most materials for the Office of the Registrar are imaged. All imaged records are currently maintained permanently in the electronic records system. We may implement the designated retention schedule at a future date.					
3	Academic Record (transcript) ISRS	Permanent		Y	Y
4	Advanced Placement and Other Placement Tests	Permanent		Y	N
5	Application for Graduation	Permanent		Y	N
6	Athlete Records – Eligibility and academic information, documentation of participation, etc.	10 years		Y	N
7	Change of Course (Drop/Add)	2 years after date submitted		N	N
8	Change of Grade	Permanent		Y	N
9	Class Roster (Original Grades)	Permanent		Y	N
10	Class Schedules (Students) ISRS	Permanent		Y	N
11	Course Schedules	Permanent; transfer 1 copy to Archives each year (Registrar)		Y	Y
12	Curriculum Change Authorization (CDS)	5 years after graduation or date of last attendance		Y	N
13	Disciplinary Action Record – Grade or program actions, notice of sanctions related to personal conduct	5 years after graduation or date of last attendance		Y	N

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14	Enrollment Verification	1 year after verification		N	N
15	FERPA Record	Permanent, as long as relevant student records are retained		Y	N
16	Foreign/International Student Records (INS Record)	5 years after graduation or date of last attendance		Y	N
17	Graduation List (ISRS)	Permanent		Y	Y
18	Graduation Authorization (ISRS)	Permanent		Y	N
19	Hold or Encumbrance Authorization (ALL)	Until released		N	N
20	Military Record	Permanent		Y	N
21	Name Change Authorization	Permanent		Y	N
22	Personal Data Information Record	Permanent		Y	N
23	Registration Record (ISRS)	Permanent		Y	N
24	Transcript Request (student's)	1 year after date submitted		N	N
25	Transfer Credit Evaluation (ISRS)	Permanent		Y	N
26	Veterans Administration	Permanent		Y	N
27	Withdrawal Authorization	Permanent		Y	N
Academic Affairs Records – Publications, Statistical Data and Institutional Reports					
28	Catalog/Bulletin	Permanent: transfer 2 copies to Archives each year	M.S. 13.03	Y	Y
29	Commencement Program	Permanent: transfer 2 copies to Archives each year	M.S. 13.03	Y	Y
30	Degree Statistics	Permanent: transfer copy to Archives each year	M.S. 13.03	Y	Y
31	Enrollment Statistics	Permanent: transfer copy to Archives each year	M.S. 13.03	Y	Y
32	Grade Statistics	Permanent: transfer copy to Archives each year	M.S. 13.03	Y	Y
33	Race/Ethnicity Statistics	Permanent: transfer copy to Archives each year	M.S. 13.03	Y	Y
34	Curriculum Change Authorization (CDS)	Permanent	M.S. 13.03	Y	N
Student Affairs					

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35	Disciplinary Action Record – Grade or program actions, notice of sanctions related to personal conduct	7 years		Y	N
36	Academic Action Authorization (dismissal)	5 years after graduation or date of last attendance*		Y	N
Student Financial Services					
37	Student Financial Aid (SFA) program records – Accrediting and licensing agency review and reports, audit reports, program participation agreement, self-evaluation reports, state agency reports	3 years from award year	Reports M.S. 13.03	Y	Y??
38	SFA Fiscal Records – Account information for SFA funds, federal work-study payroll records, SFA ledgers and transactions, record of student accounts, records supporting data required on reports	3 years from award year		Y	N
39	SFA Recipient Records – Application data, data used to establish student enrollment, date and amount of disbursements, documentation of student eligibility, satisfactory academic progress, and program and enrolled courses, documentation about receipt of aid and calculations used to determine aid amounts, financial aid history of transfer students, Student Aid Report (SAR) or Institutional Student Information Record (ISIR)	3 years from award year		Y	N
40	Specific Aid Requirements: Campus based aid (Perkins loan, SEOG, and Federal Work Study, FFEL and Direct Loans, PELL Grant	3 years from award year		Y	N
41	Perkins repayment records	3 years from date loan assigned, cancelled, or repaid		Y	N
42	Perkins original promissory notes	Until loan is satisfied		Y	N
Student Records held by Faculty/Departments/Colleges					
43	Grade books	5 years after conclusion of class		N	N
44	Student exam/papers	1 month after end of term		N	N

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45	Academic advising records	3 years after graduation or date of last attendance		N	N
46	Accessibility Resources Accommodation File (Per discussion with Accessibility Resources – 11/11/15)	3 years after graduation or date of last attendance		N	N
47	Teacher certification	1 year after certification		Y	N
International Student Office (ISO)					
48	International Student Records (Includes: alien registration card, work authorization (if granted), I-20, I94 card, passport number, etc.)	5 years after graduation or date of last attendance		Y	N
Equal Opportunity & Title IX (EOTIX)					
49	Student conduct records documenting reports/complaints, investigations, findings, corrective actions/sanctions, and other related documentation and correspondence, and final disposition does not exceed disciplinary probation	7 years or permanent	20 U.S. Code § 1092	Y	N
50	Student conduct records documenting reports/complaints, investigations, findings, corrective actions/sanctions, and other related documentation and correspondence with final disposition resulting in disciplinary suspension, disciplinary expulsion, or ineligibility to enroll	Permanent	20 U.S. Code § 1092	Y	N

Approved by:

Agency Records Management Officer – Daardi Mixon, University Archivist

Agency Head – Edward Inch, President

Minnesota Historical Society – Charles Rodgers, Government Records Specialist

Legislative or State Auditor – Judy Randall, Legislative Auditor

Attorney General – Keith Ellison, Attorney General