



# University of Saskatchewan Retention and Disposition Schedules

## Student Records

### Introduction

Student records consist of documents and electronic images pertaining to:

- **Admission** (eg., application forms, transcripts from other universities)
- **Enrolment** (eg., registration and class change forms)
- **Counselling** (eg., programme/health)
- **Conduct** (eg., academic/personal)
- **Performance** (eg., assignments, examinations, evaluation, promotion, awards)
- **Financial** (eg., assessment, payment, scholarships, bursaries, loans)
- **Graduation** (eg., certificates, diplomas).

Records pertaining to these procedures are created and accumulated by governing, academic and administrative units:

- Vice-President (Academic) - as Chair of the Joint Senate/Council Board for Student Appeals and Discipline. **(These records are retained in the Office of the Registrar.)**
- Student Services - Counselling
- Security - Conduct
- Financial Services - Financial transactions
- Registrar - All procedures except health counselling
- Colleges - Most procedures
- Departments - Most procedures
- Faculty - Performance.

The **official academic record** is an internal document in paper or electronic form, initiated and maintained in the Office of the Registrar which constitutes a summary of the student's academic achievements and history at the institution.

The **academic transcript** is a document considered to be relevant and appropriate for release, at the request of the student, to external institutions, agencies or individuals for educational, accreditation, funding or employment purposes. It contains a selection of information from the official academic record.

The data elements which comprise the **University of Saskatchewan transcript** are: name, student number, day and month of birth, date of issue, secondary and post-secondary institutions attended, total number of transfer credits, date and college of admission, name and date of session, college of sessional registration, course alphabetic and numeric and credit units, course title and grade, qualifications awarded, thesis topic, faculty actions, disciplinary actions, majors and minors, and any special messages. The following data elements **do not** appear on the **University of Saskatchewan transcript**: year of birth, year of matriculation/dates for post-secondary education at other institutions, details of courses undertaken at other institutions, basis or type of admission, sessional or cumulative averages and scholarships or awards.

With the exception of the official student records maintained by the Office of the Registrar, student information has only short term administrative value. All other documentation becomes extraneous within a few years of graduation or discontinuance; although such documents have some utility for purposes of employment reference, even this value diminishes after a few years.

## College & Departmental Obligations and Responsibilities

In accordance with the University Council's Academic Courses Policy on course delivery, examinations & assessment of student learning (revised June 2017):

- All marked final examination papers, together with the University Tally Sheets, shall be retained in the Department, or College in non-departmentalized Colleges, for a period of at least one year following the examination period in which the final examination was held in case of student appeals under University policy.
- It is recommended that examples of all final examination questions for a class, along with the class syllabus, shall be retained in the Department, or College in non-departmentalized Colleges, for a period of at least ten years following the end of the class. Retention supports the evaluation of transfer credit for students.

# Retention and Disposition Schedule: Student Records

**Record Schedule Number:** 1996-60

**Office of Primary Responsibility:** Office of the Registrar

This series documents admission, enrolment, counselling, conduct, performance, financial and graduation procedures.

(D = Date of Original Transaction; T = Termination of Attendance)

Record	Retention	Disposition
Admission documents - Registrar	D + 4 years	Destroy
Admission documents - Others	D + 4 years	Destroy
Enrolment documents - Registrar	D + 7 years	Destroy
Enrolment documents - Others	D + 7 years	Destroy
Counselling documents - Registrar	D + 5 years	Destroy
Counselling documents - Others	T + 5 years	Destroy
Conduct documents - Registrar	D + 5 years	Transfer to Archives for selective retention (sample)
Conduct documents - Others	T + 5 years	Transfer to Archives for selective retention (sample)
Performance documents - Registrar	Permanent	N/A
Performance documents - Others	T + 5 years	Destroy
Financial documents - Registrar	D + 7 years	Destroy
Financial documents - Others	D + 5 years	Destroy
Graduation documents - Registrar	Permanent	N/A
Graduation documents - Others	D + 5 years	Destroy

**NOTE: Destruction of Student Records in hard copy format must be by shredding, pulping or incineration.**

**Performance documents:** Faculty are encouraged to dispose of student grade records and assignments after their utility for providing letters of reference has expired.  
See also 2018-002 Student Discipline and Appeal Files

**Functions:**

- Student Records

**Classification:** 800-899: Student Records

**Approval Date:** 6 December 1996

**Status:** In force