

Massachusetts
Statewide Records Retention Schedule
07-07
Education Section H

H1 Administration

1 HEGIS Report Records

Documents reports on the institution sent to the U.S. Department of Education.

Retention Period:

Permanent.

2 Dean's Records

Document's the Dean's activities. Includes subject or correspondence files maintained for monitoring and decision making purposes.

Retention Period:

Review by the Archives after administrative use ceases.

Note: See also record series "Executives' Correspondence/Subject Files (A3-1)".

3 Satellite Campus Oversight Records

Documents the management of satellite campuses. Includes reports, memos, directives, and related correspondence.

Retention Period:

Review by the Archives after administrative use ceases.

H2 Admissions

1 Student Admissions/Registration Records

Documents applications to the school and subsequent progress. Includes transcripts, acceptance letters, transfer records, course credit sheets and evaluations, veteran information, and related correspondence.

Retention Period:

(a) Matriculated students' records: Retain 5 years after graduation or separation from institution.

(b) All other records: Retain 3 years.

Note: See also record series "Official Course and Grade Records (H5-6)".

2 Student Immunization Records

Documents the immunization of students entering the institution. Includes immunization record and related correspondence.

Retention Period:

(a) Students entering health training programs: Retain 5 years after separation from the program.

(b) All other records: Retain 10 years.

Note: See also record series "Student Health Clinic Records (H9-5)".

105 CMR.

3 Tuition and Fees Records

Documents tuition and fee structure, analysis, and policy.

[Retention Period:](#)

- (a) Policy documentation: Permanent.
- (b) Actual payments: Retain 3 years after settlement.

4 Student Financial Aid Records

Documents aid given to students to help pay for schooling. Includes financial aid applications, federal student aid forms, federal tax forms, award letters and confirmations, verification records, and interview documentation.

[Retention Period:](#)

Retain 5 years after separation.
34 CFR.

5 Student Scholarships, Fellowships, and Awards Records

Documents the process to give scholarships and other aid awards.

[Retention Period:](#)

- (a) Summary records: Permanent.
- (b) All other records: Retain 5 years.

6 Student Record Transcript Requests Records

Documents requests for student transcripts.

[Retention Period:](#)

Retain 1 year.

H3 Academic Program

1 Academic Program Administration Records

Documents the routine daily administration of courses and programs of the institution. Includes referral, orientation, facilitative and other administrative correspondence and materials.

[Retention Period:](#)

Retain 3 years.

2 Academic Advisement Records

Documents faculty or academic advisors advisement of students.

[Retention Period:](#)

Retain 3 years after student graduates or separates from academic program.

3 Student Internships and Practicums Records

Documentation of field experience.

[Retention Period:](#)

Retain 5 years after separation. Record with registrar.

4 Independent/Cooperative or Alternative Study Records

Documents alternative course programming.

[Retention Period:](#)

Retain 3 years.

5 International Studies Program Records

Documents programs of foreign study sponsored or in conjunction with other colleges.

[Retention Period:](#)

Review by the Archives after 6 years.

6 Award Establishment Records

Documents the establishment of awards.

[Retention Period:](#)

(a) Summary documentation: Permanent.

(b) All other records: Retain until administrative use ceases.

7 Commencement and Awards Records

Documents graduation ceremonies and awards given to outstanding students. Includes programs, program revisions, logistical support documentation, and related correspondence.

[Retention Period:](#)

(a) Final programs with edits: Permanent.

(b) All other records: Retain 3 years

H4 Course and Curriculum

1 Curriculum Development Records

Documents the development of courses.

[Retention Period:](#)

Review by the Archives after administrative use ceases.

2 Class Schedule Records

Documents courses scheduled to be taught.

[Retention Period:](#)

Official copy: Permanent.

3 Course Outlines and Descriptions Records

Documents descriptions of courses taught by institution.

[Retention Period:](#)

Permanent.

H5 Testing and Grades

1 Student Tests and Examinations

Documents tests taken by students as part of course requirements.

[Retention Period:](#)

(a) Final tests taken as requirements for degree programs: Permanent.

(b) All other records: Retain 1 semester.

2 Student Evaluations of Teachers

Documents student evaluations of courses and instructors. Includes questionnaires and summary reports.

[Retention Period:](#)

(a) Where information is summarized: Retain summary report 6 years and discard data forms, otherwise:

(b) Retain data forms 6 years.

Note: Records may be used for tenure review.

3 Masters Theses

Documents papers completed as partial fulfillment of degree requirements.

[Retention Period:](#)

Permanent.

4 Academic Degree Audit Records

Documents review of student coursework to determine if they have met the requirements to receive their degree.

Includes degree

applications, degree audits, credit evaluations, course substitution forms, honors recommendations, and related notes and

correspondence.

[Retention Period:](#)

(a) Approved degree application documents: Retain 5 years after graduation or separation.

(b) Denied or withdrawn application materials: Retain 1 year.

Note: Denied students are required to reapply and submit a new application to be considered for graduation.

5 General Educational Development (GED) Certification Records

Documents the certification that an individual has passed the GED test as equivalent of a high school education.

[Retention Period:](#)

(a) Official copy: Retain 60 years.

(b) All other records: Retain 3 years.

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(a) Official copy: Retain 60 years.

(b) All other records: Retain 3 years.

8 Official Course and Grade Records

Provides a permanent record of student's courses taken and grades received as maintained by the Registrar.

[Retention Period:](#)

(a) Official course and grade books, transcripts, listings, or narrative degree evaluation materials: Permanent.

(b) Transcript requests: Retain 1 year.

H6 Faculty

1 Faculty Personal and Professional Papers

Consists of faculty research or other materials where left in the institutions care.

[Retention Period:](#)

Review by the Archives if left in custody of institution.

2 Tenure and Promotion Records

Documents changes in faculty employment.

[Retention Period:](#)

Retain 6 years.

3 Teacher Certification Records

Documents the certification of teachers by the Department of Education in compliance with 71 MGL 38G.

[Retention Period:](#)

(a) Records before 1980: Retain 40 years.

(b) All other records: Retain 6 years after expiration.

Educational Reform Act of 1993. 71 MGL 38G.

4 Faculty Appointment Records

Documents the appointment and subsequent history of individuals to join the institution's faculty.

[Retention Period:](#)

(a) Summary record: Permanent.

(b) All other records: Retain 6 years after separation.

5 Faculty Workload Records

Documents work assignments of individual faculty.

[Retention Period:](#)

Retain 3 years.

Note: These records may be used for tenure review.

6 Sponsored Research Records

Documents grants to pursue academic research.

[Retention Period:](#)

Review by the Archives after 6 years after close.

H7 Student Activities

1 Student Event/Activities Applications Records

Documents student participation in special activities.

[Retention Period:](#)

Retain 3 years.

2 Student Clubs and Associations Records

Documents the activities of student run clubs and associations.

[Retention Period:](#)

Review by the Archives after administrative use ceases.

3 Student Government Records

Documents activities of student government groups.

[Retention Period:](#)

Review by the Archives after administrative use ceases.

4 Student Newspaper

Documents the publication of the student newspaper.

Retention Period:

- (a) Final publications: Permanent.
- (b) Photographs and artwork: Review by the Archives after administrative use ceases.
- (c) Newspaper staff memorabilia: Permanent.
- (d) Summary policy and administrative records: Permanent.
- (e) All other records: Retain 3 years.

5 Student Athletic Participation Records

Documents student participation in sports.

Retention Period:

- (a) Retain summary documentation, films, and photos: Permanent.
- (b) All other records: Retain 6 years after separation.

H8 Student Affairs

1 Student Grievance/Complaint Records

Documents student complaints.

Retention Period:

Retain 3 years after closure.

2 Student Discipline Records

Documents the discipline of students for infraction of school policy.

Retention Period:

- (a) Expulsion records: Retain 25 years.
- (b) All other records: Retain 3 years after separation.

3 Student Disability Records

Provides a record of disability information on students.

Retention Period:

Retain 5 years after student graduates or withdraws.

4 International Students Case Files

Documents international students enrolled at the school.

Retention Period:

Retain 5 years after separation.

H9 Student Services

1 Student Support Services Records

Documents programs to support student life.

Retention Period:

- (a) Substantive summary data: Permanent.
- (b) All other records: Retain 3 years.

2 Special Services Program Records

Documents special programs for students not within normal course schedule.

Retention Period:

- (a) Summary records: Permanent.
- (b) All other records: Retain 3 years.

3 Student Counseling Records

Documents social services provided to students.

[Retention Period:](#)

Retain 6 years after separation.

4 Student Career/Placement Records

Documents records kept on file for placement purposes.

[Retention Period:](#)

Retain 10 years.

5 Student Health Clinic Records

Documents student clinic health histories. Includes visit documentation and charts, medical notes, and related correspondence.

[Retention Period:](#)

Retain 30 years.

111 MGL 70.

H1Q library and Learning Center

1 Borrowers Records

Documents library use by patrons.

[Retention Period:](#)

Retain until items are returned.