

POLICY TYPE: Learner Success

POLICY TITLE: Retention, Disposal & Microfilming of Admissions & Registration Records

Primary Administrator: Vice President for Learner Success
Registrar

Location of Related Procedures: Office of Vice President for Learner Success
Office of Registration and Records

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.

<u>ADMISSIONS DOCUMENTS</u>	<u>RETENTION</u>	<u>MICROFILM</u>	<u>DESTROY</u>
Application for Admissions (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 Recommendations	3 years	No	Yes
Transcripts-Colleges & High School	3 years	No	Yes
Transfer of Application Card SS36	3 years	No	Yes

<u>REGISTRATION DOCUMENTS</u>	<u>RETENTION</u>	<u>MICROFILM</u>	<u>DESTROY</u>
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	2 year	No	Yes
Deceased/Obituary Documentation	5 years	No	Yes
Enrollment Verification Form SS260	2 year	No	Yes
Exit Interview Form SS179	2 year	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

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 for Records Disclosure	5 years	Yes	Yes
Waivers for rights of Access SS153	5 years	Yes	Yes
Written Decisions of Hearing Panels	5 years	Yes	Yes

July 1998