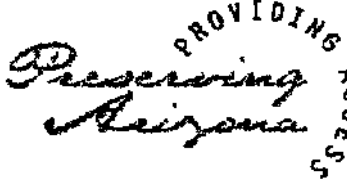


RECORDS RETENTION AND DISPOSITION SCHEDULE



Arizona State Library, Archives and Public Records
RECORDS MANAGEMENT DIVISION
 1919 West Jefferson Street
 Phoenix, Arizona 85009
 Phone: 602-542-3741 Fax: 602-542-3890
 E-mail: rmd@lib.az.us

PAGE 1 of 3

State Agency Password	Political Subdivision	Agency Name Northern Arizona University	
Org Unit/Division ABOR	Office Office of the Registrar	Phone 928-523-2109	
Address P. O. Box 41 03		City Flagstaff	Zip AZ 86011
Submitted By (Name) Cynthia Mortensen		Title Registrar	Signature

Pursuant to ARS §4t-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods*.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)		REMARKS	
			Off.	R.C.	Total (include start point of retention.)	
	<u>Student Records</u>					
1.	Registration Forms Add/Drop & Current Petitions				2	After end of semester.
2.	Class Lists (original grade sheets)		-	-	Perm	Refer to ARS 39-101. Microfilm.
3.	Change of Grade Forms (update docs) Retroactive Petitions, Withdrawals, Add/Drops		-	-	Perm	Refer to ARS 39-101. Microfilm.
4.	Applications for Graduation/Authorizations		-	-	2	After date of graduation.
5.	Applications for Graduation w/ addend		-	-	5	After date of application.
6.	Student Transcript Records Includes: Permanent Record Card Film Series (1976-78, 1984, 2002)		-	-	Perm	Refer to ARS 39-101. Microfilm.
7.	Student Files Includes Transfer/High School Trans, Test Scores, Lib Studies Petitions, General Correspondence, Trans Credit Evals, etc.		-	-	2	After semester of last attendance
8.	Transcript Requests/Departmental Requests		-	-	1	After month submitted.
9.	Student Index Cards		-	-	Perm	Refer to ARS 39-101. Microfilm.
10.	Permanent Record Card CD-ROM Collection					
11.	Audit Authorizations		-	-	2	After date of authorization
12.	Correspondence, Relevant (problem issues)		-	-	5	After date of last attendance.
13.	Credit by Examination Forms Includes CLEP, AP, DANTE, Military and Dept.		-	-	2	After date of last attendance.
Supersedes Schedule Dated: 6/12/84						

Approved by:

X

Director, Arizona State Library, Archives and Public Records

Approval Date:

RECORDS RETENTION AND DISPOSITION SCHEDULE

State Agency Password	Political Subdivision	Agency Name Northern Arizona University
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Org. Unit/Division ABOR	Office Registrar
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Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. RETENTION (YR.)			REMARKS (Include start point of retention.)
		Code	Off.	R.C Total	
14.	A/Pass/Fail Approvals			2	After date of approval.
15.	Graduation Lists		-	-	Refer to ARS 39-101. Microfilm.
16.	Name Change Authorizations / ID Changes		-	-	After end of semester.
17.	Withdrawal Authorizations		-	-	After date of authorization.
18.	Enrollment Verifications		-	-	After date of verification.
19.	Petition to Change Credit to Audit/Audit to Credit		-	-	After date of petition.
20.	Curriculum Changes / Course Substitution Waivers		-	-	After date of last attendance.
21.	Flash to Paper Report (grade report)		-	-	After end of semester.
22.	Request for Grades		-	-	After month processed.
23.	Subpoenas		-	-	After compliance.
24.	Student Health Insurance Add/Delete		-	-	After end of semester.
25.	Administrative Add/Drops		-	-	After end of semester.
26.	Special Registration Add/Drop Reports (WWU, WGU, WUE)		-	-	After end of semester.
27.	Overload Approval Forms		-	-	After end of semester.
28.	Purge Record/Student File Purge Report		-	-	After month processed.
29.	Credit Card Charge Authorization Forms		-	-	After month processed.
30.	IDMS Yearly Fiche Transcript Backup		-	-	After June backup.
31.	Schedule of Classes (Local, Statewide, Summer)		-	-	Perm Refer to ARS 39-101 . Transfer to Cline Library.
32.	Graduate and Undergraduate Catalog		-	-	Perm Refer to ARS 39-101. Transfer to Cline Library.
Department / Administrative Records					
1.	Course Equivalency Guides 1981-82 through 1999-00		-	-	Perm Refer to ARS 39-101. Held in Gammage.
2.	Transfer Guide Update Records		-	-	3 Rotating.
3.	Course Equivalency Evaluation Forms and Records		-	-	3 Rotating.
4.	Articulation Task Force Records and Materials		-	-	Perm Refer to ARS 39-101. Held in Gammage.
5.	Employee Timesheets/ROA's		-	-	3 After fiscal year prepared.
6.	Employee Leave Summary Report		-	-	3 After fiscal year prepared.
7.	Employee Payroll Advice Report		-	-	3 After fiscal year prepared.
Supersedes Schedule Dated: 6/12/84					

Approved by: X Director, Arizona State Library, Archives and Public Records RMC-3 R9/01	Approval Date:
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RECORDS RETENTION AND DISPOSITION SCHEDULE

1 State Agency Password Political Subdivision	Agency Name Northern Arizona University
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Org. Unit/Division ABOR	Office Registrar
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Pursuant to ARS §41 -1351 , the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.c.	Total	
8.	Purchasing Card Statement and Log Summary		-		5	After fiscal year end.
9.	RXQ's and PDQ's (Advantage Documents)		-	-	5	After fiscal year end.
10.	Tavel Documents (Advantage Documents)		-	-	5	After fiscal year end.
11.	Campus Supply Order Forms (IDE's)		-	-	5	After fiscal year end.
12.	Creative Communications Order Forms, Receipts, and IDE's		-	-	5	After fiscal year end.
13.	Miscellaneous IDE's (universiy vehicles, news ads, facility rentals, etc.)		-	-	5	After fiscal year end.
14.	Transfer of Funds Forms		-	-	5	After fiscal year end.
15.	IDMS Security Access Requests		-	-	5	After fiscal year end.
16.	Budget Requests - Local Accounts		-	-	6	After fiscal year end.
17.	Registrar's Correspondence by Administrative Assistant		-	-	5	After fiscal year end.
Supersedes Schedule Dated: 6/12/84						

Approved by: X Director, Arizona State Library, Archives and Public Records	Approval Date:
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