

RECORDS RETENTION AND DISPOSITION SCHEDULE

PAGE:

TO:

FROM:

RECORDS MANAGEMENT CENTER
1919 WEST JEFFERSON STREET
PHOENIX, ARIZONA 85009

Agency or Department

Section or Division

Admissions Office

Address.

Box 4084, Flagstaff, AZ 86011

Submitted by

Telephone

NO.	RECORD SERIES	RETENTION PERIOD (YRS.)			REMARKS
		Total	Office	Records Center	
1.	Admission files				
	a. Students who apply, are accepted parttime or fulltime, and matriculate fulltime,	1/2	1/2		File moves to Registrar's Office
	b. Students who apply, are accepted but do not matriculate	2	2		File moved to obsolete for two years from semester for which they applied
	c. Students who apply, are denied, and do not attend parttime	2	2		File moved to obsolete for two years from semester for which they applied
	d. Students who apply but fail to complete file	2	2		File moved to obsolete for two years from semester for which they applied

APPROVED BY:

DATE