A. **Policy Description**

This is a proposal to develop a University Policy that would provide clarity, consistency and guidance to the institution on the difficult issues surrounding retention of students’ education records.

B. **Basis**

At the current time, only financial records are addressed by the university’s retention rules, relying primarily on the State of Colorado’s retention schedules. The proposed policy would address student education records and certain academic program records, focusing primarily on those maintained by the Registrar’s Office. It would not be intended to affect the document types already covered in the CSU Financial Rules (Rule 10), but Business & Financial Services would be involved in policy development to assure that overlap and common interests are considered.

C. **Required Resources:**

It is not yet fully understood what additional resources might be required for policy implementation and performance. Need for resources will be determined during policy development. It is possible that physical storage space needs in many departments may be reduced as a result of policy implementation, allowing these resources to be converted to other uses.

D. **Anticipated Impacts:**

The proposed policy would have a beneficial impact on all CSU business units that maintain student education records as well as some academic program records (for example, those related to graduation, degree audits, and NCAA eligibility). “Education records” as defined under FERPA include records, files, documents, and other materials which contain information directly related to a student. The current dearth of guidance on records retention is a frequent source of difficulty, and may be partly responsible for departments
and offices retaining paper records long after the business necessity for doing so has passed. A records retention policy will address digitization of records, retention, and destruction of many business and education records, helping make it feasible to reduce the volume of paper records kept in storage.

E. Policy Development:

Policy development will be supported by representatives from the Registrar's Office. A policy working group will be established, to include representatives from Business & Financial Services, ACNS, IS, and other interested stakeholders.

F. Stakeholder Input:

Additional stakeholder input will be solicited from college/division Business Officers and others who may have an interest in or be in a position to assist with policy development and approval.

G. Administrative/Management Assessment:

The policy will be administered on an ongoing basis by the Registrar’s Office, ACNS, Business & Financial Services, and others as their interests and areas of responsibility may pertain.

H. Procedures, Guidelines and Forms:

Specific procedures, guidelines and forms will likely be required, and if so, will be developed by the Registrar's Office and other units as necessary.

I. Internal Controls:

Ongoing review within the Registrar’s Office will be implemented. Within five years after policy adoption, the Registrar’s Office will request Internal Audit to conduct a review of policy performance.
REVIEW AND APPROVAL BY THE PRESIDENT’S CABINET:

☒ APPROVED TO PROCEED TO POLICY DEVELOPMENT
☐ NOT APPROVED
☐ MORE INFORMATION NEEDED:

By: _______________ original signature on file _______________ 4/17/2015

Amy L. Parsons
Vice President for University Operations