

Record Retention and Purging Schedule for the Registrar's Office

The following table defines the records retention policy of the FMU Registrar's Office. The retention policy abides by the rules established by the SC Archives and follows the best practices established by AACRAO.

Record Type	Retention Schedule
Academic Transcript	Transcripts are never destroyed (1)
Drop Forms/Title IV Reports	Five Years
Roll Corrections	One Year
Student Files in Vault	Five years from the date of a student's last attendance at the university. (2)
Transcript Requests	One Year

- (1) Transcripts are stored in the Bosanova database for five years from the last date of a student's attendance at the university. After five years with no attendance, a student's transcript is transferred to the archives by FMU CADS.
- (2) Hard-copy records will be stored in the fire-proof room in the Registrar's Office for five years from the last date of a student's attendance at the university. After five years with no attendance, the hard copy records are purged and all contents are shredded.