

**University of Kentucky**  
**College of Nursing**  
**Retention & Destruction of Student Records**

Academic work that is not returned to the student should be destroyed after one year of departmental storage, University Model Records Retention Schedule, policy U0431. Advising record management should follow policies U0401 and U0449. Policy U0401 describes information that is permanently retained by the Registrar's Office (official copies). Policy U0449 explains the procedure for the destruction of departmental student records (such as advising records) which are destroyed after five years.

Academic work and departmental/advising documents can be placed in the locked blue trash containers for destruction by the university and a Records Destruction Certificate should be submitted to the University Records Manager at [uarp@lsv.uky.edu](mailto:uarp@lsv.uky.edu). An example of a completed Records Destruction Certificate is provided on page 3.

**University Model Records Retention Schedule - U0431**

Grade Information File - Individual colleges, study areas:

This series documents grades awarded by instructors and serves as the basis for students' official academic records. These may be mid-semester or end-of- semester grades, and subsequent grade changes. The official record of a student's grades is in Series U0401, Student Academic Performance File.

Contents Retention and Disposition:

Series may include student names and student ID numbers; course titles and numbers; sections; grades awarded; grade changes; student completed examinations, quizzes, or papers; instructors' grade books (if maintained separately from the final grade submission report [U0432]); and instructors' signatures.

Return to student. Retain materials that are not picked-up and any related records until one (1) year after date distributed, then destroy.

**University Model Records Retention Schedule - U0401**

Student Academic Performance File

This series documents academic performance of all levels of students enrolled in classes at the university. The students may be high school students taking college courses, undergraduates, or graduate students. This series does not apply to certification or continuing education programs,

which are covered under Series U0457 and Series U0481 respectively. It also does not apply to Medical Resident Student Files, which are covered by Series U0482.

Series contains but is not limited to: Student name/name change authorizations/contact information/identifier; grade information; Change of address form; Change of Grade Form/File; Student Class Schedules; narrative evaluations; competency assessments; admissions, enrollment and academic documentation; examinations for credit or placement tests; waivers/substitutions of courses requested for degree requirements; demographic information; transfer credit evaluations; information on academic dismissal or any academic integrity code violations with sanctions.

Retain official copy permanently in Registrar's Office or transfer to the University Archives for permanent retention.

#### **University Model Records Retention Schedule - U0449**

##### **Student File - College or Department Copy**

This series provides up-to-date information on student's activity from point of enrollment to graduation or leaving school. Series is established and maintained on every individual who attends the university. Series Includes files on Continuing Education, International, Associate, Undergraduate, Masters, and Doctorate students.

Series contains: Advising or performance records; records of awards won; records of class absences, duplicate identification card, meal exemption forms, copies of withdrawal notices if applicable, student hearing procedures as they relate to specific disciplinary actions, copies of campus police reports if the offense is severe enough, other correspondence related to student's behavior while on campus

Transfer permanent information to Student Academic Performance File (U0401). Retain remainder until five (5) years after graduation or last date of attendance. Retain copies of this material that are not the official copy until no longer useful, then destroy and submit a Records Destruction Certificate.

For additional information see the state [University Model Records Retention Schedule](#)

