

General Student Record Tips

Definitions

- Record: Recorded information, in any format, that allows an office to conduct business
- Student Records: Records that pertain in any way to interaction with students in any capacity
- Directory Information: Information about students that is considered non-harmful (name, contact info, major, etc.). Students may opt-out (consult Registrar's office)
- Genuine Education Interest: The employee needs access to the student's information in order to carry out his/her job duties

Types of Student Records

- Vital: Pertaining to student's overall academic career (transcripts, credit transfers, etc.)
 - In most cases, permanent retention
- Administrative: Pertaining to non-academic, operational actions taken affecting students (audit requests, incompletes, etc.)
 - Refer to specific records schedules for retention
 - Logs of FERPA disclosure should be kept permanently
- Academic: Pertaining to work done by student in class, or records used to calculate grades (coursework, gradebooks, etc.)
 - Retain for 1 year in most cases
- Advising: Records used to plan/guide student academic careers (case files, etc.)
 - Refer to specific records schedules for retention

FERPA General Tips

- Students have the right to inspect their own education records
- In most other cases, records should be shown to others only with that student's *signed* authorization
- Certain UWM officials, outside groups, and employees with "genuine education interest" may view student records without authorization (consult FERPA manual)
- Fill all FERPA requests no more than **45 days** after the date of request

Resources

- UW System Schedules for Academic and Advising records
 - <https://www.wisconsin.edu/compliance/landing-page/general-schedules-and-records-management-services/general-records-schedule/>
- Select Policy 29: Grading and Grade Records
 - <https://apps.uwm.edu/secu-policies/storage/other/SAAP%201-11.%20Grading%20and%20Grade%20Records%20for%20All%20Schools%20and%20Colleges.pdf>
- UWM FERPA Manual:

- http://uwm.edu/registrar/wp-content/uploads/sites/125/2017/01/FERPA_Manul.pdf

For more information, please contact UWM Archives

Email: askarch@uwm.edu

Phone: 414-229-5402

Website: <https://uwm.edu/libraries/archives/records-management/>

Student Records Retention Quick Reference

<u>Series Name</u>	<u>RRDA #</u>	<u>Description</u>	<u>Retention/Disposition</u>
Advising Records	UWADV001-003	Records created to document and support comprehensive and planned guidance for matriculated students	Undergraduate/Graduate: Last contact +3 years and destroy confidential Licensing Programs: Last contact +8 years and destroy confidential
Admissions Applications	UWSTU003-004	Official institutional application forms completed by prospective students for admission or readmission to the institution.	Enrolled: Last attendance date +5 years and destroy confidential Not Enrolled: Date of application +1 year and destroy confidential
Academic Misconduct Records	UWSTU027	Notification of academic misconduct and documentation of sanctions or disciplinary action	Creation +6 years and send to Archives
Correspondence between students and faculty	UWSTU037	Correspondence between faculty and students relating to coursework	End of semester +6 months and destroy confidential
Grade Books	UWSTU047	Student grades recorded by instructors to support official grades submitted to the Registrar	End of semester +2 years and destroy confidential
Instructional Materials	UWSTU054	Examinations, coursework, assignments, etc. retained by academic departments to serve as source documents for official grades	End of semester +1 year and destroy confidential
Written Consent for Records Disclosure	UWSTU097	The student's written, signed, and dated consent to the disclosure of personally identifiable information	Permanent
Change of Grade Documentation	UWSTU035	Form supporting an approved change of a previously assigned course grade.	Date of submission +5 years and destroy confidential
Major Declarations	UWSTU057	Documents detailing the student's declaration or change of majors	Date of last contact + 5 years and destroy confidential

