

POLICY STATEMENT 32 RETENTION AND DISPOSAL OF STUDENT RECORDS

POLICY DIGEST

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56789 10112 Primary Monitoring Unit: Registrar's Office Secondary Monitory Unit: Academic Affairs Initially Issued: May 26, 2007 Last Revised: June 4, 2022

13 I. PURPOSE

- 14 The purpose of this policy is to establish a student record retention and disposal policy
- 15 conforming to established practice and Louisiana Law.

II. POLICY 16

- 17 Retention and disposal of student records will be in accordance with the recommendations of
- 18 the American Association of Collegiate Registrars and Admissions Officers as published in their
- 19 most current guidelines and as mandated by the Public Records Act (Louisiana Revised
- Statute, Title 44) through the Louisiana Division of Archives, Records, Management, and 20
- 21 History.