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**POLICY STATEMENT 32
RETENTION AND DISPOSAL OF STUDENT RECORDS**

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POLICY DIGEST

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Primary Monitoring Unit: Registrar's Office

Secondary Monitoring Unit: Academic Affairs

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Initially Issued: May 26, 2007

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Last Revised: September 18, 2015 (format updated March 18, 2022)

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Retention and disposal of student records will be in accordance with the recommendations of the American Association of Collegiate Registrars and Admissions Officers as published in their most current guidelines and as mandated by the Public Records Act ([Louisiana Revised Statutes, Title 44](#)) through the Louisiana Division of Archives, Records, Management, and History.