



University of Western States (UWS) complies with laws and regulations regarding the retention and disposal of student records. The university maintains student records in physical and electronic forms. This policy provides retention requirements and guidance for the custody of student records.

The primary categories of student records include:

- Admission Records — Non-Enrolled
- Admission Records — Enrolled
- Academic Records
- Student Financial Aid Records
- Family Educational Rights and Privacy Act (FERPA) Compliance Records

Information about individual students is retained for university business and educational purposes, in accordance with the Student Records Retention Schedule below. Student records are disposed in accordance with this policy.

Student Record Retention Schedule

The [student records retention schedule](#) establishes the period of time student records are retained. This schedule applies to all records listed and applies to all student records for which there is a legal, regulatory or management retention requirement. Disposal of records with no legal, regulatory or management retention requirement is authorized by the senior administrator of the department with custody of the records.

Student Record Removal and Disposal

After the designated retention period, in accordance with the [student records retention schedule](#), records are deleted, destroyed or archived. For records required for audit, inspection, investigation, legal claim, lawsuit or other official process as determined by the president or designated senior administrator, record disposal is suspended until the required purpose is fulfilled.

Related Policies: [Policy 1232 Student Record Privacy \(FERPA\)](#)
[Policy 1237 Transcripts](#)

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