GRADUATE COLLEGE PAPER RECORDS POLICY

The Graduate College, along with other offices, maintains paper records (Records) associated with graduate education and research at the University of Vermont. These Records are useful for a variety of administrative objectives beyond their specific purposes, including planning; research; historical reference; and service to other units of the University, and current/prior students and applicants. The Records are also maintained for reasons including legal responsibilities, federal, state, external funding obligations, accrediting and other agency reporting requirements, and more.

General guidelines for the retention of various Graduate College Records are listed here, with specific items referenced. These guidelines adhere to the following principles:

* Records will be kept to comply with all legal obligations.
* Records that are maintained by other offices of the University, for example accounting and personnel records, and student records maintained by the Registrar, will not be kept by the Graduate College.
* Records of historical value will be archived beyond the time limits in the guidelines.
* The Graduate College Paper Records Policy will be reviewed periodically and revised when appropriate to ensure that it is meeting its stated purposes effectively and efficiently.

Office files will be kept as follows: (Cases not specifically addressed will be determined in accordance with similar guidelines.)

Student Records - Note: The Registrar maintains the official academic record of all students enrolled at the University of Vermont.

* Files of unsuccessful applicants, and applicants who were accepted but did not attend, or who deferred admission for a year but did not attend or respond after that year, are scanned and kept electronically.
* Files of students who enroll in the Graduate College and receive a graduate degree will be kept through graduation and for one year thereafter, as all files are scanned and kept electronically.
* Files on inactive students, i.e. students who enrolled but discontinued their programs, either through formal withdrawal or for failure to enroll for a period of a year, and files on students who were dismissed from their programs, will be maintained until the time limits for degree completion pass, or five years, whichever is longer.
* Student files that may be subject to actions in other units of the University, for example the Offices of the General Counsel or Affirmative Action/Equal Opportunity, will be maintained until no longer needed by those units.

Office Records - The following Records will be permanent Records of the Graduate College:

* Minutes of Graduate College Executive Committee meetings
* A copy of each Graduate Catalogue
* Approved proposals for new programs and reviews of existing programs
* Summary records of institutional funding for faculty research
* Summary records of other award programs

Non-permanent Records will be kept for a total of five years.

Approved by the Graduate Faculty May 2, 1995