

STUDENT FILE RETENTION

Responses	Do you have hard copy (paper) student files in the Registrar's Office (or under the care of the Registrar).	If so, how long do you keep these files before destroying (shredding) them?	What do you use as the determining factor regarding the last activity on a student file? e.g. we use the last academic activity, so if we received a change of address, we would NOT use that as the last as the last 'activity' on the file.
Dorte Sheikh Assistant Registrar, Records Office of the Registrar and Student Awards, Administration Building University of Alberta	Yes	Seven years	The last registration is the last activity that we look for when we identify files with no activity in seven years.
Sharon Ganong MSVU	Yes, both in Registrar's Office and in Registrar's Archives	After culling files to put in long term archives, they are kept forever.	Used last course registration to determine last activity.
Gilbert Perras, MDE Director, Student Services and Registrar Keyano College	Yes	Two years after files become inactive we archive (microfilm) them and shred.	Last academic activity
Daniel J McInnis Acting Registrar St. Francis Xavier University	Yes	Five years	Every year we determine which students are still "active". This is based on academic activity but varies slightly by program. We then remove and shred files of all students who are not on the active student list.
Fred S. Jacklin, Director of Enrolment Management and Registrar Malaspina University-College	Yes, but they are scanned promptly. Hard copies are kept temporarily as working documents.	Less than one year. Basically once we've finished with the files we shred them because we have already scanned them.	Last academic activity. Without a doubt.
Chris Parker Mount Allison University	Yes, paper copies of student files (academic records) are kept in the Registrar's office	We are in the process of developing a university policy on records retention and disposal. Currently, without a policy in place, we retain all	This is not an easy question. For instance, we have students apply for re-admission after having been 'inactive' for more than 6 years since their last attendance at the university, usually having interrupted their studies due to

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		active files (files of graduates and former students who have not graduated) in storage in the same building as the Registrar's office. However, I expect that once a policy has been established we will retain indefinitely all student records and remove/destroy only non-essential documents from the inactive files.	family circumstances or pursuit of other interests, academic or career goals. Even if we eventually go to a Document Imaging system, I expect we will retain indefinitely records of student files that have been inactive, but those files will be culled to keep only essential documentation.
Cathy Sousa, Director of Institutional Research & Registrar Northwest Community College	Yes	We have files that date back to when the college began operations.	N/A
Charlotte Sheridan, Associate Director, Graduate Studies Faculty of Graduate Studies Brock University	N/A		
Marion Hannaford, Associate Registrar Thompson Rivers University	Yes, we have a hard copy of files in the RO	Currently we keep them two years.	After the last academic activity (registration end).
Gloria Brandon, Coordinator of Student Academic Services Undergraduate Office College of Arts and Science University of Saskatchewan	N/A		

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Jason Clapp, M.A., Registrar Providence College and Seminary	House hard copy files in the Registrar's Office	Over 10 years	The last academic activity (not change of address) would be the determining factor.
Jean Fisher, Associate Registrar (Administrative Systems & Services) University of New Brunswick-Fredericton Campus	Yes	Each year we do a 'dump' of some and 'purge' of other student files.	If there has been no registration for four years, we remove all but original diplomas/transcripts from other schools, transfer credit determinations, decisions of the Appeal committee etc.
Krista Pearson, Registrar & Director Enrolment Management Algoma University College	Currently have no hard copies	All active files are kept in the Registrar's Office and all inactive files are kept in the Registrar's Office storage.	Define active as registered at some point within the previous 12 months.
Patrick Lawless, Director, Participant Services & Registrar The Banff Centre	Yes, two years in the office, three years in storage, two years in archives. As one year moves in, we shift with the last year going to shredding.	We're at seven years so we match our financial retention schedule given the linkages.	The files are closed mid-point during the following year after we close the financials around their record. Any changes would be within the system as much as possible and pulling files is rare for us.
Lynn Connell Acting Registrar and Director of Client Services Bow Valley College	Hard copy file is kept for three years past the last activity.	Electronic student file is deemed the official file and is kept permanently.	Activity is considered educational activity so we use their completion/withdrawal dates for these purposes and not changing of address or requesting a transcript.
Marnie McNiven, Manager of Admissions and RPL University of Saskatchewan	Do not keep student files in the Registrar's Office. Individual Colleges create student files from the Student Information System	Keep applications forms in the Registrar Office. These are kept for three years before they are shredded.	We to are planning to implement a Document Imaging System and hope to implement this fall. The vendor has been selected.

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Neil Marnoch, Registrar University of Manitoba	Yes, we have a paper file for each of our active students.	We retain for as long as the student is active, plus two years.	Use the last academic activity, so if we received a change of address, we would NOT use that as the last 'activity' on the file.
Pat Hunter Olds College	We only keep a copy of the application form and individual letter re status change (such as probation/suspension). If any student is 'expelled' we would keep that file and, of course, noted on the system.	Five years	We do not keep change of addresses on file. Status letter as mentioned above could be the last activity.
Pauline Belanger University of Ottawa	No – they are kept in the faculties.	Two years after the last registration of the student except for his official transcript which we keep forever.	We use the last academic activity, so if we received a change of address, we would NOT use that as the last 'activity' on the file. Last session the student was registered to.
Jennifer Porter, Assistant Registrar/Enrolment Services Manager Memorial University of Newfoundland	We currently have hard copies of all student files which are under the care of the Registrar's Office. We too are looking to move to Document Imaging. We made an attempt a few years back to put some of our inactive files on microfiche, however the quality was not good and we kept the original paper files.	To date we have not destroyed any student files.	It is well before my time when we determined the factor to identify inactive files; however I am assuming that any academic activity (registration/admission, etc.) would have been the factor used and that change of address (for example) would not constitute activity.

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Richard Wikkerink, Registrar Redeemer University College	Yes	Seven years, but we will leave a basic amount of information (transcript and letters of admission) in the file. We have *just* started culling files, but since we are small and only 25 years old.	We use the last academic activity, so if we received a change of address, we would NOT use that as the last 'activity' on the file.
Susan Salusbury, Registrar Trent University	Yes	Seven years after the last registered session.	N/A
Don Yurchuk NAIT	Yes	We keep them on hand for one year after the student completes the last course they are taking and then send them to our distribution centre for three years. Then, the next time we are shredding we do them.	Last academic activity
Rosemary Jotchamn Acadia University	Yes	Seven years after the student completes their last course with us.	Last activity other than registering that would cause us to keep a file would be an application to return to study.