

March 1, 1995

**ADMINISTRATIVE MEMORANDUM NO. 31**

To: Vice Presidents, Deans, Directors, Department Chairs, and Other  
Administrative Officials

From: Gordon H. Lamb, President

Subject: Student Records Retention Policy

A. Undergraduate Records Retention

1) Registered Students

Complete files containing ACT reports, high school transcripts, college transcripts, are forwarded to the Records Office which houses all academic records of registered Northeastern students.

2) Non-Registered Students

Files for students who were admitted but did not register are housed in the Admissions Office for the period of one year. At the expiration of this period, all records are destroyed.

B. Graduate Records Retention (sent to Graduate College)

C. Permanent Records

1) The following listing details those documents which are maintained as the permanent record file for all Northeastern students:

(a) The Northeastern Illinois University transcript.

(b) The application for admission.

(c) Evaluation of credits.

(d) Any college and/or high school transcripts.

(e) Form DD214 Selective Service.

(f) Test Score Results - ACT, Advance Placement, Miller Analogy.

- (g) The graduation application Academic Course Record forms (Major/Minor forms), the Graduation Evaluation.
  - (h) Any grade change/incomplete removal documents.
  - (i) Departmental correspondence regarding substitution of courses.
  - (j) Records of disclosure.
  - (k) Master's degree packet (including):
    - i) application for admissions to the Graduate College
    - ii) admission letter(s) from Graduate College
    - iii) application for graduation
    - iv) Graduate College signed worksheet
    - v) test scores and transcripts from other schools
  - (l) Letters regarding exceptions made to policy.
- 2) Each student file is purged of extraneous materials as it is prepared for microfilming.