



UNIVERSITY OF WISCONSIN - MADISON

RECORDS RETENTION AND DISPOSITION SCHEDULE

FOR

Undergraduate and Career Graduate Student Records

And other Student Related Records

Excludes the following

*UW Professional Schools - Law, School of Medicine and Public Health, School of Veterinary Medicine,
School of Pharmacy, and The Center for Professional and Executive Development*

2015

We the undersigned have reviewed the above records series and approve the outlined retention and disposition. Approval is contingent on restrictions on records destruction contained in S.19.35 (5), Wisconsin Statutes, (Open Records Law) and that no records are destroyed if litigation or audit involving these records has commenced or is imminent.

Raymond T. Thompson

University Legal Counsel

12-19-14

Date

Margaret E. Eusch, CRM

University Records Officer

12/18/2014

Date

Dale A. Hall

University Archivist

12/18/14

Date

Mark Blumig

State Archivist

MAR 17 2015

Date

G. Thompson

Executive Secretary - PRB

3/20/15

Date

APPROVAL SUBJECT TO 10-YEAR
SUNSET. RESUBMITTAL REQUIRED
PRIOR TO March 2025

UNIVERSITY OF WISCONSIN - MADISON: GENERAL RECORDS AND DISPOSITION SCHEDULES

I. INTRODUCTION AND PURPOSE

This retention schedule represents the official University of Wisconsin-Madison policy with regard to the retention and disposition of records and information and has the approval of the University Records Management Advisory Group (URMAG) and the Wisconsin Public Records Board (PRB). The PRB is the statutory body with the responsibility to safeguard the financial, legal, administrative, and historical interests of the State in the disposition of records through the review of records schedules prepared by State agencies.

This retention schedule also provides guidance to University of Wisconsin-Madison employees regarding what does and does not comprise a public record. The UW-Madison campus must manage all records to ensure systematic control from creation or receipt through processing, distribution, maintenance, retrieval, retention and final disposal.

II. SCOPE:

This schedule pertains to the records and information arising from currently understood UW-Madison record policies and procedures. It applies to all such records regardless of format or media. While an attempt has been made to describe the records in commonly used terms, there may be instances in which the schedule does not reflect the exact title or name used by a given department. If offices or departments cannot determine by the descriptive information provided on each item whether a given departmental record is covered or not, they should contact the University Records Officer. An attempt has been made to include all records commonly required or used within the University campus. However, as processes change, forms may be modified and new ones created, and documentation requirements may also change. This schedule will be reviewed periodically to insure that it is kept as up-to-date as possible. This schedule applies to all organizational units of the University of Wisconsin-Madison and any attached entities that are required to follow UW-Madison policies.

III. SUSPENSION OF THE RECORDS RETENTION SCHEDULE

Records may be delayed from disposition / destruction only under the following conditions:

1. Particular records have been identified as needed for a financial or performance audit.
2. Records that are required for legal proceedings are held under a "litigation hold" for an actual or imminent legal proceeding. Imminent meaning legal action is anticipated or there is reasonable expectation thereof.
3. An open records request has been received and not completed.

The Wisconsin Open Records Law, § 19.35(5), Wis. Stats, forbids the destruction of any record after an inspection or copying request until the request is granted, or at least 60 days after the date that the request was denied. Court orders and litigation may extend this time period. The agency's legal custodian of records can provide advice. For the University of Wisconsin Madison the legal custodian is the Chancellor's Office.

4. It is the responsibility of the office holding the record to determine if an audit, litigation, or an open record request is pending, before disposing of the records.

5. UTILITY AND FUNCTION OF INFORMATION PROVIDED WITHIN THIS DOCUMENT

a. Minimum Retention Established and Permanent Retention Procedure. The records retention schedules included within this document establish minimum retention periods for each type of record. The disposition of each record is assumed to be destruction after its minimum retention period or transfer to the UW Archives.

b. Materials That Comprise Public Records.

Under Wisconsin law, many materials comprise public records performing the transaction of public business on behalf of the University Campus. Under Wis. Stats. § 16.61, Public records are defined as " all books, papers, maps, photographs, films, recordings, optical disks, electronically formatted documents or other documentary materials, regardless of physical form or characteristics, made, or received by any state agency or its officers or employees in connection with the transaction of public business"

c. Materials That Do Not Comprise Public Records. Under Wisconsin law, many materials do not comprise public records. Therefore, non-records should be retained only so long as they are useful as a resource for performing the transaction of public business on behalf of the University Campus. Thereafter, in the interest of efficiency and proper resource management, they should be destroyed. Under Wis. Stats. § 16.61, the definition of "Record" does not include: duplicate copies of materials the original copies of which are in the custody of the University and which are maintained only for convenience or reference and for no other substantive purpose; materials in the possession of a library or museum made or acquired solely for reference or exhibition purposes; notices or invitations received by the University that were not solicited by the University and that are not related to any official action taken, proposed or considered by the University; drafts, notes, preliminary computations and like materials prepared for the originator's personal use or prepared by the originator in the name of a person for whom the originator is working; and routing slips and envelopes.

d. Preservation of Historical Documents. Historically, University records have been preserved in paper files. Presently, however, advances in technology are beginning to present a viable alternative to paper records: electronic data stored in many electronic systems. Because of the potential for electronically-preserved information to be lost over time as electronic systems degrade or become obsolete, electronic systems should be used as the primary manner of preserving historical documents only if measures are implemented to ensure appropriate updates to the electronic storage systems are consistently purchased, installed, and maintained, and to ensure the

appropriate migration of the electronically-stored information as electronic systems become obsolete and are replaced by new technologies.

Because of the consequences of failing to appropriately maintain electronic information technology systems, records storage within an electronic information system must comply with the legal requirements set forth in [Board of Regents Policy Document 3-2: University of Wisconsin System Public Records Management](#); and [Wisconsin Administrative Rule 12](#): Electronic Records Management-Standards and Requirements.

Please carefully review these documents prior to storing official copies of public records upon information systems and if you have questions or concerns, then please seek assistance from the University Records Officer.

Using the Schedule

- Use the table to locate the record series item.
- Identify whether you are the holder of the official, department, or copy of the record.
- Implement the retention and disposition noted at the level of record you hold.
- If you are uncertain about the records series item or your responsibility for it, contact the Records Officer for clarification.
- Retention periods and disposition methods outlined in this document have been reviewed and approved by both University (URMAG) and State Public Records Board.

UNIVERSITY OF WISCONSIN- MADISON GRS FOR UNDERGRADUATE & GRADUATE CAREER STUDENT RECORDS AND OTHER STUDENT RELATED RECORDS

This campus-wide General Records Schedule covers the following Student record series:

1. Undergraduate Admissions and Residency Records
2. Graduate School and Program Admissions
3. Undergraduate and Graduate Advising
4. Scholarship, Fellowship and Background Checks
5. International Programs and International Student Services
6. Student Athlete Records including Student Medical Athlete records
7. Student Academic Misconduct and Hearings
8. Transcripts
9. Course Related
10. Enrollment Management Reporting

Undergraduate Students= degreed students only. Non-Degreed are covered under other schedules under Continuing Studies

Graduate Students = Graduate Career student only and does not include the professional schools.

Applications are taken directly to the Wisconsin School of Business instead of the Graduate School.

ACCESS REQUIREMENTS

Records in this schedule contain student information which is covered under the **Family Educational Rights and Privacy Act (FERPA)** (20 U.S.C. § 1232g; 34 CFR Part 99) and are considered confidential and may contain Personally Identifiable Information (PII). For the Student Athletic Medical Records access is protected. Health information is also subject under The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) and Wis. Stats. § 146.82 and Wis. Stats. § 51.30, and the HIPAA Privacy Rule at 45 CFR Parts 160 and 164.

Restricted and Confidential Information

Confidential: There Federal Regulations for records to be kept confidential such as HIPAA or FERPA records.

PII: PII stands for Personally Identifiable Information. PII information is to be kept confidential under **Wisconsin State Statute: 134.98 Notice of unauthorized acquisition of personal information. Personal information"** means an individual's last name and the individual's first name or first initial, in combination with and linked to any of the following elements, if the element is not publicly available information and is not encrypted, redacted, or altered in a manner that renders the element unreadable:

1. The individual's social security number.

2. The individual's driver's license number or state identification number.
 3. The number of the individual's financial account number, including a credit or debit card account number, or any security code, access code, or password that would permit access to the individual's financial account.
 4. The individual's deoxyribonucleic acid profile, as defined in s. [939.74 \(2d\) \(a\)](#).
 5. The individual's unique biometric data, including fingerprint, voice print, retina or iris image, or any other unique physical representation.
- (c) "Publicly available information" means any information that an entity reasonably believes is one of the following:
1. Lawfully made widely available through any media.
 2. Lawfully made available to the general public from federal, state, or local government records or disclosures to the general public that are required to be made by federal, state, or local law.

Note: See General Retention Schedule for Student Financial Aid for Student Aid related record series

Note: See the General Retention Schedule for University Health Services for Student Medical Record related records series.

Note: See Unclassified and Academic Staff Schedule for Evaluations of Faculty and Staff Teaching.

Information System used for electronic student information:

ISIS=The Integrated Student Information System (ISIS) is the "behind-the-scenes" software program providing data to assist UW-Madison staffers in their efforts to oversee the continued enhancement of functionality for student administrative services spanning everything from SOAR and admissions through graduation and alumni records. The UW-Madison campus serves over 40,000 students. Although ISIS maintains student information for the Professional Schools, they are out of scope on this schedule and retain their own department schedules.

GWIS= GWIS was created by the Graduate School to allow electronic communication between programs and Graduate School admissions office. The Grad School system used to manage all prospective student applications to your program. The primary communication tool between programs and the Grad School regarding the decision of each application.

SARA= SARA was created by the Graduate School for tracking satisfactory progress of enrolled graduate students. SARA consists of "live" data pulled directly from ISIS, in addition to tracking data developed by the Graduate School. SARA can provide a list of students by programs, or it can display comprehensive information about one student at a time

E-WARRANTS = The Grad School system used by programs to electronically request degree warrants (Master's, Prelim, Doctoral, Professional) for students.

Advisors Notes System (ANS) = Shared electronic system allowing advisors to document notes from an advising contact and view notes from the student's advising history.

UW – Madison University Undergraduate/Graduate and other Student Related Records

Record Series ID Number	Record Series Title	Record Series Description	Retention	Media Type	Disposition	Office of Record
Undergraduate Admissions and Residency Records						
UWUGS100	Undergraduate Student Admission Application - <i>Accepted, and <u>Did Not Enroll</u></i>	<p>This record series consists of but is not limited to the following:</p> <ul style="list-style-type: none"> • Acceptance Letters • Application • Correspondence • Credit by Exam • Entrance Examination and other Placement Test Records • Letters of Recommendation • Transcripts from other institutions • Residency Records and appeals <p>Other supporting materials or documents required for Admission.</p>	<p>Retention: EVT + 5 years EVENT = Date of Application</p> <p>Copies: <i>Destroy when no longer need, but not longer than the Originals.</i></p> <p>Confidential: Yes PII: Yes</p> <p>See Access Requirements</p>	Paper or Electronic in the Integrated Student Information System (ISIS)	Destroy Confidential	<p>Undergraduate Admissions</p> <p>Superseded UWSTU002 UWSTU004 UWSTU008 UWSTU011 UWSTU017 UWSTU021 UWSTU023</p>
UWUGS101	Undergraduate Student Admissions Applications – <i>Not Accepted, Not Enrolled or Incomplete</i>	<p>This record series consists of but is not limited to the following:</p> <ul style="list-style-type: none"> • Acceptance Letters • Application • Correspondence • Credit by Exam 	<p>Retention: EVT + 5 years EVENT = Date of Application</p> <p>Copies: <i>Destroy when no longer need,</i></p>	Paper or Electronic in the Integrated Student Information System (ISIS)	Destroy Confidential	Undergraduate Admissions

		<ul style="list-style-type: none"> • Entrance Examination and other Placement Test Records • Letters of Recommendation • Transcripts from other institutions • Residency Records and appeals <p>Other supporting materials or documents required for Admission.</p>	<p><i>but not longer than the Originals.</i></p> <p>Confidential: Yes PII: Yes</p> <p>See Access Requirements</p>			
UWUGS102	Undergraduate Student Admission Application Materials – <i>Unsolicited</i>	<p>This record series contains admission information that was voluntarily sent by potential applicant.</p> <p>Information submitted may be transcripts, letters of recommendation, test scores, portfolios, and examples of work prepared by the potential applicant where no formal application was ever submitted. The materials may be received in any format.</p> <p>*Noted that this is sometime related to admission inquiries from abroad. It is often difficult for those</p>	<p>Retention: EVT + 5 years EVENT = Date of Application</p> <p>Copies: <i>Destroy when no longer need, but not longer than the Originals.</i></p> <p>Confidential: Yes PII: Yes</p> <p>See Access Requirements</p>	Paper or Electronic in the Integrated Student Information System (ISIS)	Destroy Confidential	Undergraduate Admissions Superseded Superseded UWSTU006

		potential applicants obtain or +				
UWUGS103	Undergraduate Student Record - Accepted and Enrolled	<p>This record series consists of but is not limited to the following:</p> <ul style="list-style-type: none"> • Acceptance Letters • Application for Admission • Residency Records and appeals • Correspondence • Credit by Examination • Entrance Examination and other Placement Test Records • Letters of Recommendation • Transcripts from other institutions • Transfer Credit Evaluation • Name change Authorization • Add/Drop/Change request • Audit Authorization to audit class • Course Repeat approval • Credit/No Credit approval • Change of Grade authorization • Curriculum Change Authorizations • Degree Audit • Honors Program student 	<p>Retention: EVT + 10 years EVENT = Date of Last Attendance</p> <p>Copies: <i>Destroy when no longer need, but not longer than the Originals.</i></p> <p>Confidential : Yes PII: Yes</p> <p>See Access Requirements</p>	Paper or Electronic in the Integrated Student Information System (ISIS)	Destroy Confidential	<p>Registrar's Office</p> <p>Superseding UWSTU001 UWSTU003 UWSTU007 UWSTU009 UWSTU010 UWSTU016 UWSTU020 UWSTU022 UWSTU024 UWSTU028 UWSTU029 UWSTU030 UWSTU034 UWSTU035 UWSTU039 UWSTU041 UWSTU043 UWSTU044 UWSTU053 UWSTU057 UWSTU058 UWSTU067 UWSTU068</p>

		<ul style="list-style-type: none"> • Major Declarations, Changes, Certification of Second Major, Minors • Withdrawal Authorization • Application for Graduation • Academic Warnings • Student Enrollment Verifications and Certification • Veteran Enrollment- if eligible • Student Military Records- if eligible <p>The Student Information System maintains a profile of the student.</p>				
UWUGS104	Undergraduate Programs – Student Records - Accepted and Enrolled	<p>This record series includes material submitted in the application process for major programs which require an application process. Eligibility requirements vary from program to program depending on school requirements. Records include but are not limited to:</p> <ul style="list-style-type: none"> • Credit requirements • Minimum grade point • Testing and/or Test scores • Essays or Statements 	<p>Retention: EVT + 10 years EVENT = Date of Last Attendance</p> <p>Copies: <i>Destroy when no longer need, but not longer than the Originals.</i></p> <p>Confidential : Yes PII: Yes See Access Requirements</p>	Paper or Electronic	Destroy Confidential	<p>School/College Programs</p> <p><i>Academic information may be duplicated in the Official Student Records maintained by the Registrar’s Office</i></p> <p>Superseded UWSTU018</p>

		<ul style="list-style-type: none"> • Letters of Recommendation 				
UWUGS105	Undergraduate Programs – Student Records - Accepted, but <u>Did Not Enroll, Not Accepted, or Incomplete</u>	<p>This record series includes material submitted in the application process for major programs which require an application process. Eligibility requirements vary from program to program depending on school requirements. Records include but are not limited to:</p> <ul style="list-style-type: none"> • Credit requirements • Minimum grade point • Testing and/or Test scores • Essays or Statements • Letters of Recommendation 	<p>Retention: EVT + 5 years EVENT = Date of Application</p> <p>Copies: <i>Destroy when no longer need, but not longer than the Originals.</i></p> <p>Confidential : Yes PII: Yes See Access Requirements</p>	Paper or Electronic	Destroy Confidential	<p>School/College Programs</p> <p><i>Academic information may be duplicated in the Official Student Records maintained by the Registrar's Office</i></p> <p>Superseded UWSTU019</p>

<p>UWUGS106</p>	<p>Dean's List of Honorees</p>	<p>Lists of students who have achieved academic distinction, including but not limited to the Dean's List and Honor Lists from Schools and Colleges</p>	<p>Retention: EVT + 5 years EVT = End of the Award Year</p> <p>Copies: <i>Destroy when no longer need, but not longer than the Originals.</i></p> <p>Confidential: No PII: Yes</p>	<p>Paper and Electronic Format</p>	<p>Transfer to University Archives</p>	<p>Registrar's Office School/College Programs</p> <p>Supersedes UWSTU90</p>
<p>UWUGS107</p>	<p>Undergraduate Student Teaching or Student Field Work or Internships including Content Exams</p>	<p>This records series consists of records assembled through the evaluation of student teachers conducting their field work or practicum. Records may contain but are not limited to:</p> <ul style="list-style-type: none"> • Student Teaching Applications • Written evaluations, • Remediation plans, • Recommendation letters, • Signed agreements with districts, correspondence, • Copies of transcripts and other student teacher information. <p>Records kept during a</p>	<p>Retention: EVT + 10 years EVENT = Date of Last Attendance</p> <p>Copies: Destroy when no longer need, but not longer than the Originals.</p> <p>Confidential: Yes PII: Yes See Access Requirements</p>	<p>Paper or Electronic Format</p>	<p>Destroy Confidential</p>	<p>School/College Programs</p>

		<p>probationary period of new teacher to aid in their professional development plans.</p> <p>Note: For retention of necessary immunizations see: GRS for University Health Services.</p>				
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Graduate School and Program Admissions. This following Graduate School record series contains official student records which may be duplicated in both the Student Information System (ISIS) and the Graduate Schools Electronic Application System - GWIS. The exception to this is the School of Business who manages and maintains their admissions records. ISIS maintains official test scores such as GRE, TOEFL/IELTS, MELAB etc., Prior institutions that were attended, Demographic information, residency requirements and date that student was admitted to the graduate program.

UWUGS200	Graduate Career Student Admissions Application - Accepted but Did Not Enroll, Was Not Accepted, Was Not Enrolled or Incomplete	<p>This record series contains but is not limited to the following types of records in the online application:</p> <ul style="list-style-type: none"> • Admission Application form • Statement of Purpose • Letter of Recommendation and other materials for review 	<p>Retention: EVT + 5 years EVENT = Date of Application</p> <p>Copies: <i>Destroy when no longer need, but not longer than the Originals.</i></p> <p>Confidential : Yes PII: Yes</p> <p>See Access Requirements</p>	Paper or Electronic	Destroy Confidential	Graduate School
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<p>UWUGS201</p>	<p>Graduate Career Student Record - Accepted and Enrolled</p>	<p>This record series contains but is not limited to the following types of records as part of the online application:</p> <ul style="list-style-type: none"> • Admission Application form • Official Transcripts • Statement of Purpose • Letter of Recommendation and other materials for review <p>Warrant Request: Final signed Warrant</p>	<p>Retention: EVT + 10 years EVENT = Date of Last Attendance</p> <p>Copies: <i>Destroy when no longer need, but not longer than the Originals.</i></p> <p>Confidential : Yes PII: Yes See Access Requirements</p>	<p>Paper or Electronic</p>	<p>Destroy Confidential</p>	<p>Graduate School</p>
<p>UWUGS202</p>	<p>Graduate Career Student Record - Accepted and Enrolled– Graduate Program</p>	<p>This record series contains but is not limited to the following types of records submitted directly to the program:</p> <ul style="list-style-type: none"> • Statement of Purpose • Letters of Recommendation • Resume or CV • Prior experience with research or scholarships • Supplemental applications for specific requirement for program such as a portfolio • Test Scores • Other documentation required by the program <p>May have official transcripts from other schools.</p>	<p>Retention: EVT + 10 years EVENT = Date of Last Attendance</p> <p>Copies: <i>Destroy when no longer need, but not longer than the Originals.</i></p> <p>Confidential : Yes PII: Yes</p> <p>See Access Requirements</p>	<p>Paper or Electronic</p>	<p>Destroy Confidential</p>	<p>Graduate Program Offices Campus-wide</p>

UWUGS203	Graduate School Program Qualifying Examinations or Prelims	Qualifying exams or Prelims taken by Ph.D. candidates in which Candidates are required to pass a certain number of exams by a certain deadline to qualify for admission for candidacy at the graduate school. There are also Grading Charts that complement these exams which indicate who the graders are.	Retention: EVT + 5 years EVENT = Date of Examination Copies: Destroy when no longer need, but not longer than the Originals. Confidential: Yes PII: Yes See Access Requirements	Paper and Electronic Format	Destroy Confidential	Graduate Program Offices Campus-wide Superseded UWSTU015
UWUGS204	Graduate Programs Advisory or Degree Committee Records (Thesis, Dissertation or Final Oral Exam and Warrant)	Graduate Student Thesis or Dissertations	Retention: CR + 5 years CR = Date of Creation Copies: Destroy when no longer need, but not longer than the Originals. Confidential: Yes PII: Yes	Paper and Electronic Format	Transfer to UW-Madison General Library System (GLS)	Graduate Program Offices Campus-wide Superseded UWSTU050

			See Access Requirements			
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Undergraduate and Graduate Advising

UWUGS300	Student Advising Records	<p>Records created to document and support comprehensive and planned guidance for matriculated undergraduate students so that both the basic requirements and those of specific majors and minors are fulfilled. This records series does not include informal and isolated communications of faculty and staff who do not provide regular advising services. Academic advising records pertain to undergraduate students and are maintained in Campus wide Advising Notes System. The records are kept as a means for staff to provide consistency and comprehensiveness in advising of students. Files may contain, but are not limited to:</p> <ul style="list-style-type: none"> • advising notes, 	<p>Retention: EVT + 10 years EVENT = Date Of Last Attendance</p> <p>Copies: <i>Destroy when no longer need, but not longer than the Originals.</i></p> <p>Confidential: Yes PII: Yes</p> <p>See Access Requirements</p>	Paper or Electronic Advisory Notes System	Destroy Confidential	School/College Programs and Graduate School and Graduate Program Offices Campus-wide
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- curriculum planner, degree, planning sheets,
- consortium agreements, worksheets,
- Applications and worksheets particular to a department and copies of key advising email and other correspondence.

A wide variety of other documents are frequently found in these files including:

- Student academic reports, student progress summaries, requests for modification, requests for late add/drop,
- copies of add/drop cards,
- copies of college and high school transcripts,
- appeals for late/drop,
- checklists,
- waiting lists,
- Internship or independent study agreements and worksheets.

Scholarship, Fellowship and Background Checks

<p>UWUGS400</p>	<p>Scholarship and Fellowship Notices – Undergraduate and Graduate</p>	<p>Notice of Scholarship or Fellowship opportunities, nominations of candidates and results, either individual or lists in any format.</p>	<p>Retention: EVT + 5 years EVT = End of the Award Year</p> <p>Copies: <i>Destroy when no longer need, but not longer than the Originals.</i></p> <p>Confidential: No PII: Yes</p>	<p>Paper or Electronic</p>	<p>Destroy Confidential</p>	<p>School/College Programs and Graduate School and Graduate Program Offices Campus-wide</p>
<p>UWUGS401</p>	<p>Student Criminal Background Check Records for Teaching, Professional Experience, Licensure or Certification – Undergraduate and Graduate</p> <p><i>*Note this record series is separate from Student Workers Criminal Background</i></p>	<p>Records are created through an investigation of offenses and related disclosed information for students working toward professional experience, licensure or certification and usually involved with an internship or clinical experience. Many programs keep these records separate from other student records. These records</p>	<p>Retention: EVT + 10 years EVT = Date of Completed Background Check</p> <p>Copies: Destroy when no longer need, but not longer than the Originals.</p>	<p>Paper or Electronic Format</p>	<p>Destroy Confidential</p>	<p>School/College Programs and Graduate School and Graduate Program Offices Campus-wide</p>

	<i>Check Record Series in the Human Resources schedule.</i>	include, but are not limited to: (1) confidential self-disclosure application supplements; (2) criminal background check reports, which are generated by private vendors on a contract basis, University employees, or employees of the Wisconsin Department of Justice; (3) Records created and received by the University employees who are responsible for decisions related to the applicants continued progress.	Confidential: Yes PII: Yes See Access Requirements			
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International Programs and International Student Services
(EXEMPT- Division of International Studies refers to Dept. Schedule)

UWUGS500	International Program Files	These records consist of but are not limited to <ul style="list-style-type: none"> • information which provides a continuous list of study abroad programs names, • Student Names, • Numbering participating, • dates of program, • course registration, • medical information, 	Retention: EVT + 5 year EVENT = End of the Program Copies: Destroy when no longer need, but not longer than the Originals.	Paper or Electronic Format	Destroy Confidential	School/College Programs and Graduate School and Graduate Program Offices Campus-wide
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		<ul style="list-style-type: none"> names of roommates, biographical information 	<p>Confidential: Yes PII: Yes</p> <p>See Access Requirements</p>			
UWUGS501	International Student Files - Enrolled	<ul style="list-style-type: none"> Arrival Departure Records including I-94 F-1 Visa Status- (I- 20) Certificated of Eligibility for Exchange Visitor J-1 status Form DS-2019 Passport page with passport number Statement of Educational Costs Statement of Financial Responsibility and supporting documents, United States Permanent Resident Card (Green Card) 	<p>Retention: EVT + 5 years EVENT = Date Of Last Attendance</p> <p>Copies: Destroy when no longer need, but not longer than the Originals.</p> <p>Confidential: Yes PII: Yes</p> <p>See Access Requirements</p>	Paper or Electronic Format	Destroy Confidential	<p>School/College Programs and Graduate School Program Offices Campus-wide And International Student Service</p> <p>Superseded UWSTU069 UWSTU071 UWSTU073 UWSTU075 UWSTU077 UWSTU079 UWSTU081</p>
UWUGS502	International Student Files – Not Enrolled	<ul style="list-style-type: none"> Arrival Departure Records including I-94 F-1 Visa Status, (I-20) Certificated of Eligibility for Exchange Visitor J-1 status Form DS-2019 	<p>Retention: EVT + 3 years EVENT = Term of Application</p> <p>Copies: Destroy when no longer</p>	Paper or Electronic Format	Destroy Confidential	<p>School/College Programs and Graduate School Program Offices Campus-wide</p>

		<ul style="list-style-type: none"> • Passport page with passport number • Statement of Educational Cost • Statement of Financial Responsibility and supporting documents • United States Permanent Resident Card (Green Card) 	<p>need, but not longer than the Originals.</p> <p>Confidential: Yes PII: Yes</p> <p>See Access Requirements</p>			<p>And International Student Service</p> <p>Supersedes UWSTU070 UWSTU072 UWSTU074 UWSTU076 UWSTU078 UWSTU080</p>
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STUDENT ATHELETE RECORDS

UWUGS600	Athlete Academic Records	This records series consists of dossiers in any format created by the Athletic Director, the Associate Athletic Director or the Compliance Officer for individual students, compiling academic and enrollment records, credit and major requirements, amateur athletic status certification, semesters of Eligibility used and remaining, which make up participations status, Where offered, tutor evaluation and assessment records or mandatory study	<p>Retention: CR + 10 years CR = Date of Creation</p> <p>Copies: Destroy when no longer need, but not longer than the Originals.</p> <p>Confidential: Yes PII: Yes</p>	Paper and Electronic Format	Destroy Confidential	<p>Athletic Department Academic information may be duplicated in the Official Student Records maintained by the Registrar's Office</p> <p>Superseded UWSTU032</p>
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		time requirement records may be included.	See Access Requirements			
UWUGS601	Athletic Eligibility Reports - Compliance	These records are created to demonstrate athletic eligibility of teams. The reports include a summarized academic and enrollment information and approval of academic records for each member of the teams well as certification of amateur athletic status and number of semester of eligibility for competition. (NCAA)	Retention: CR + 10 years CR = Date of Creation Copies: Destroy when no longer need, but not longer than the Originals. Confidential: Yes PII: Yes See Access Requirements	Paper and Electronic Format	Destroy Confidential	Athletic Department - Compliance <i>Academic information may be duplicated in the Official Student Records maintained by the Registrar's Office</i> Superseded UWSTU033
UWUGS602	Athletic Participation/ Equity in Athletics Disclosure Act -EADA Documents	These records are provided both to students in paper or electronic format to disclose data about Equity in Athletics and to the Office of Postsecondary Education (OPE), Federal Department of Education. The source and background for these reports	Retention: EVT + 5 years EVT = Date of Disclosure Copies: Destroy when no longer need, but not	Paper and Electronic Format	Destroy Confidential	Athletic Department - Compliance Supersedes UWSTU099

		are data retained in worksheets, spreadsheets, charts, surveys, email, web-linked data and narrative reports, all of which are to be considered records belonging to this series. Schools contribute documents and athletics data that are submitted annually as required by the Equity in Athletics Disclosure Act (EADA), via a Web-based data collection, by all co-educational postsecondary institutions that receive Title IV funding (i.e., those that participate in federal student aid programs) and that have an intercollegiate athletics programs.	longer than the Originals. Confidential: Yes PII: Yes See Access Requirements			
UWUGS603	Student Athletics Student Athlete Medical Files	Student Athlete Medical Files Series represents the main student athlete health record for athletics programs. Student athlete medical files contain health physicals, health history questionnaires, physician notes, injury evaluations, injury	Retention: EVT + 7 years EVT = Date of Last Attendance Copies: Destroy when no longer need, but not longer than the Originals.	Paper and Electronic Format	Destroy Confidential	Athletic Department Supersedes UWSH127 UWSH128

		rehabilitation, diagnostic imaging results, operative reports, operative pictures, health insurance information and any other health material including Diagnostic Tests.	Confidential: Yes PII: Yes See Access Requirements			
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Student Academic Misconduct and Hearings

UWUGS700	Student Academic Misconduct Records – Dismissal, Suspension, Expulsion	<p>This series pertains to documentation regarding academic dishonesty and other misconduct in accordance with the UW-Madison Student Academic Misconduct Policy & Procedures. Chapter UWS14</p> <p>This series includes Correspondence from the Dean of the Office of Student Affairs explaining to the student the dismissal and reasons for the actions. It includes Notification of Academic misconduct and documentation of sanctions or disciplinary actions including correspondence, reports, and request for</p>	Retention: EVT + 25 years EVENT = Date Final Decision is Rendered Copies: Destroy when no longer need, but not longer than the Originals. Confidential: Yes PII: Yes See Access Requirements	Paper and Electronic Format	Transfer to UW-Madison Archives for review.	Division of Student Life Supersedes UWSTU026 UWSTU027
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		hearing, appeals and petitions.				
UWUGS701	Formal Hearings - Student Statement on Contents of Records regarding Hearing Panel Decisions	Statement written by a student who finds the decision of the formal hearing regarding the academic record unsatisfactory. The statement of reasons for disagreeing with the decision is placed in the student's file. <i>In accordance with the UW-Madison Student Academic Misconduct Policy & Procedures. Chapter UWS14</i> Discipline or disciplinary	Retention: EVT + 25 years EVENT = Date Final Decision is Rendered Copies: Destroy when no longer need, but not longer than the Originals. Confidential: Yes PII: Yes See Access Requirements	Paper and Electronic Format	Destroy Confidential	Division of Student Life/Registrar's Office Supersedes UWSTU095
UWUGS702	Formal Hearings - Student Request for Corrections to Records and Formal Hearings	Student-initiated Requests for corrections to records and for formal hearings regarding the amendment of the academic record, based on the student's right to request to have records corrected that he or she believes to be inaccurate, misleading or in violation of their privacy	EVT + 25 years EVENT = Date Final Decision is Rendered. Copies: Destroy when no longer need, but not longer than the Originals.	Paper and Electronic Format	Destroy Confidential	Division of Student Life Supersedes UWSTU093

		<p>rights. Requests to change and/or to challenge the information deemed erroneous or misleading must be made in writing and directed to the dean of the relevant college or the director of the appropriate office so that a hearing can be scheduled.</p> <p><i>In accordance with the UW-Madison Student Academic Misconduct Policy & Procedures. Chapter UWS14 Discipline or disciplinary</i></p>	<p>Confidential: Yes PII: Yes</p> <p>See Access Requirements</p>			
UWUGS703	Formal Hearings – Written Decisions of Hearing Panels	<p>Decisions resulting from a formal hearing regarding a student-initiated request for amendment of the student’s educational records. In most cases the decision of the dean or director is final. If the student finds the decision unsatisfactory, they may place a statement in their file setting forth any reasons for disagreeing with the decision.</p> <p><i>In accordance with the UW-Madison Student Academic Misconduct Policy & Procedures. Chapter UWS14 Discipline or disciplinary</i></p>	<p>Retention: EVT + 25 years EVENT = Date Decision is Rendered.</p> <p>Copies: Destroy when no longer need, but not longer than the Originals.</p> <p>Confidential: Yes PII: Yes</p> <p>See Access Requirements</p>	Paper and Electronic Format	Destroy Confidential	<p>Division of Student Life/Registrar’s Office</p> <p>Supersedes UWSTU098</p>

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TRANSCRIPTS

UWUGS800	Transcripts: Official UW-Madison Student School Transcripts	Official student UW academic transcript showing student name, years of attendance, courses attended, grades, major and further academic achievements. Only records of attendance and grades for students that attended UW-Madison	Retention: Permanent Copies: Destroy when no longer need, but not longer than the Originals. Confidential: Yes PII: Yes See Access Requirements	Paper, Electronic and Microfilm Microfilm is housed at the State Records Center	Permanent - Office of the Registrar	Office of the Registrar Superseded UWSTU065 Identified as a Vital Record
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COURSE RELATED

UWUGS900	Course - Wait List	Lists of students waiting for an enrollment opening in an individual course because the course has reached its maximum class size. Lists may be generated by academic departments or individual instructors. They may be used to give	Retention: EVT + 0 EVENT = End of the Semester in which the list was created Copies: Destroy when no longer	Paper and Electronic	Destroy Confidential	School/College Programs and Graduate School and Graduate Program Offices Campus-wide
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		<p>preference to waiting students in the following semester or determine the need for more sections of the class.</p> <p><i>The Registrar's office keeps and manages electronic waitlists that some departments use, but some departments use only internal (non-ISIS) waitlists</i></p>	<p>need, but not longer than the Originals.</p> <p>Confidential: Yes PII: Yes</p> <p>See Access Requirements</p>			<p>Supersedes UWSTU040</p>
UWUGS901	<p>Course Instructional Materials including Course Management Systems Online</p>	<p>Examinations, coursework, assignments, etc. as retained by academic departments to serve as source documents for submitted official grades. This series includes course support instructional materials in any format including those found in course management systems, such as Desire2Learn (D2L) and online courses. Does not include Syllabi.</p>	<p>Retention: EVT + 5 Year EVENT = End of the Semester in which the source document was created</p> <p>Copies: Destroy when no longer need, but not longer than the Originals.</p> <p>Confidential: Yes PII: Yes</p> <p>See Access Requirements</p>	Paper and Electronic	Destroy Confidential	<p>School/College Programs and Graduate School and Graduate Program Offices Campus-wide</p> <p>Superseded UWSTU054</p>

UWUGS902	Course Papers, Projects and Other Assignments by Students	A record of papers, projects and other assignments submitted by students in fulfillment of course or degree requirements (including blue books, term papers or other written projects submitted in lieu of final examination that were not returned to the student.) NOTE: This retention period applies to those assignments not retrieved by the student after they are graded.	Retention: EVT + 1 years EVENT = End of the Semester Copies: Destroy when no longer need, but not longer than the Originals. Confidential: Yes PII: Yes See Access Requirements	Paper and Electronic Formats	Destroy Confidential	School/College Programs and Graduate School and Graduate Program Offices Campus-wide
UWUGS904	Course - Grade Books – Original	Student grades recorded by professors and instructors in any format to support the official awarded grades submitted to the Registrar	Retention: EVT + 5 years EVENT = End of the Semester Copies: Destroy when no longer need, but not	Paper and Electronic Formats	Destroy Confidential	School/College Programs and Graduate School and Graduate Program Offices Campus-wide

			<p>longer than the Originals.</p> <p>Confidential: Yes PII: Yes</p> <p>See Access Requirements</p>			Supersedes UWSTU047
UWUGS905	Course - Student Course Evaluations	<p>Evaluations by student on course content. These evaluation are used as a source of information for the improvement of instruction.</p> <p>UW System Board of Regents Policy 20-2</p>	<p>Retention: EVT + 1 years EVENT = End of the Semester</p> <p>Copies: Destroy when no longer need, but not longer than the Originals.</p> <p>Confidential: Yes PII: Yes</p> <p>See Access Requirements</p>	Paper and Electronic online Formats	Destroy Confidential	School/College Programs and Graduate School and Graduate Program Offices Campus-wide

<p>UWUGS906</p>	<p>Course – Related Grievances – Not Grade Disputes</p>	<p>Paper or electronic forms recording student grievances about courses, coursework, exams, instructor and include student name and number, term/semester, course number name of instructor and signatures by student, faculty or staff.</p>	<p>Retention: EVT + 5 years EVENT = Date of Settlement.</p> <p>Copies: Destroy when no longer need, but not longer than the Originals.</p> <p>Confidential: Yes PII: Yes</p> <p>See Access Requirements</p>	<p>Paper and Electronic Formats</p>	<p>Destroy Confidential</p>	<p>School/College Programs and Graduate School and Graduate Program Offices Campus-wide</p>
<p><u>See Human Resources for Unclassified and Academic Staff</u></p>	<p>Student Evaluations of Faculty and Academic Staff and Summaries</p>	<p>Statistical and/or narrative evaluation forms and summaries completed by students regarding the teaching performance of individual faculty and academic staff. These evaluations and their summaries are used in the tenure review and merit review processes.</p>	<p>See HR Unclassified Schedule UWPER032 UWPER033 UWPER034</p> <p>See UWHR0800 UWSA HR Schedule</p>	<p>Paper and Electronic Formats</p>	<p>Destroy Confidential</p>	<p>School/College Programs and Graduate School and Graduate Program Offices Campus-wide</p>
<p>UWUGS907</p>	<p>Course - Official UW-Madison Course Catalog</p>	<p>Official institutional course catalog providing overview of admissions policies, course offerings and degree</p>	<p>Retention: CR + 10 years CR = Creation</p>	<p>Paper and Electronic Formats</p>	<p>Transfer to UW-Archives</p>	<p>University Communications and Registrar's Office</p>

		requirements as well as minor and certificate requirements.	<p>Copies: Destroy when no longer need, but not longer than the Originals.</p> <p>Confidential: No PII: No</p>			Superseded UWSTU083
UWUGS908	UW-Madison Official Graduate School Catalog	Official institutional Graduate course catalog providing overview of admissions policies, course offerings and degree requirements	<p>Retention: CR + 10 years CR = Creation</p> <p>Copies: Destroy when no longer need, but not longer than the Originals.</p> <p>Confidential: No PII: No</p>	Paper and Electronic Formats	Transfer to UW-Archives	University Communications and Registrar's Office

UWUGS909	Course – Official Timetable/Schedule of Classes	Official list of courses offered each semester, with information regarding course numbers, names and credits; instructors; times; and course locations information.	Retention: CR + 10 years CR = Creation Copies: Destroy when no longer need, but not longer than the Originals. Confidential: No PII: No	Paper and Electronic Formats	Transfer to UW-Archives	University Communications and Registrar’s Office Superseded UWSTU084
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ENROLLEMENT MANGEMENT REPORTING

UWUGS910	Enrollment and Class Lists	Reports generated by Enrollment Management during any given semester reflecting student enrollment rosters, class size, graduation lists	Retention: CR + 3 years CR = Creation Copies: Destroy when no longer need, but not longer than the Originals. Confidential: No PII: Yes	Paper and Electronic Formats	Destroy Confidential	Office of the Registrar Superseded UWSTU087
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UWUGS911	Enrollment Verification and Certifications	Records used to verify student enrollment for purposes such as loan applications, insurance discounts, and Social Security benefits.	Retention: EVT + 3 year EVT = Completion of verification or certification Copies: Destroy when no longer need, but not longer than the Originals. Confidential: No PII: Yes	Paper and Electronic Formats	Destroy Confidential	Office of the Registrar Supersedes UWSTU088
UWUGS912	Enrollment Reports	This series consists of Final enrollment reports which provide a summary of statistical information about the student population at the University. These reports are used for a number of purposes including reporting to state and federal entities, budget preparation and planning, academic planning and historical research and Integrated Credit Reports	Retention: CR + 10 years CR = Creation of the Report Copies: Destroy when no longer need, but not longer than the Originals. Confidential: No PII: Yes	Paper and Electronic Formats	Transfer to UW-Archives	Office of the Registrar

<p>UWUGS913</p>	<p>FERPA Consents and Requests</p>	<p>This Record series consists of but is not limited to:</p> <ul style="list-style-type: none"> • Disclosure to Third Party of Personally Identifiable Information. • Waiver of Right of Access to Confidential Recommendations • Students Written Consent for Records Disclosure 	<p>Retention: EVT + 10 years EVENT = Date of Last Attendance</p> <p>Copies: Destroy when no longer need, but not longer than the Originals.</p> <p>Confidential: No PII: Yes</p>	<p>Paper and Electronic Formats</p>	<p>Destroy Confidential</p>	<p>Office of the Registrar</p> <p>Supersedes UWSTU092 Supersedes UWSTU094 Supersedes UWSTU096 Supersedes UWSTU097</p>
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