

<b>H Education UMass Boston--UMass Boston Paper Retention Schedule (Based on Massachusetts Secretary of State schedule)</b>							
<b>Record Type</b>	<b>Record Category</b>	<b>Record Sub-Category Code</b>	<b>Record Sub-Category Title</b>	<b>Description</b>	<b>Owner</b>	<b>UMB Standard Retention Schedule</b>	<b>Retention Schedule Begins</b>
H Education	H1 Administration	H1-1	HEGIS Report Records	Documents reports on the campus sent to the U.S. Department of Education.	Department	Permanent.	After administrative use ceases.
H Education	H1 Administration	H1-2	Dean's Correspondence	Documents the Dean's activities. Includes subject or correspondence files maintained for monitoring and decision-making purposes.	Dean's Office	Retain until administrative use ceases.	Upon creation.
H Education	H1 Administration	H1-3	Satellite Oversight Records	Documents the management of satellite campuses. Includes reports, memos, directives, and related correspondence.	Record creator	Retain until administrative use ceases.	Upon creation.
H Education	H2 Admissions	H2-1	Student Admissions/Registration Records	Documents applications to the campus and subsequent progress. Includes acceptance letters, transfer records, course credit sheets and evaluations, veteran information, and related correspondence. For student transcripts see H5-8.	Admissions/Enrollment Management	(a) Matriculated students' records: 5 years. (b) All other records: 3 years.	Upon graduation/separation.
H Education	H2 Admissions	H2-2	Student Immunization Records	Documents the immunization of students entering campus. Includes immunization records and related correspondence.	Health Services	10 years	Upon graduation/separation.
H Education	H2 Admissions	H2-3	Tuition and Fees Records	Documents tuition and fees and their structure, analysis, and policy.	(a) Vice Chancellor for Administration & Finance (b) Bursar (c) Human Resources	(a) Policy documents: Permanent. (b) Actual payments: 3 years. (c) Tuition waivers: 7 years.	After payment.
H Education	H2 Admissions	H2-4	Student Financial Aid Records	Documents aid given to students to help pay for schooling. Includes financial aid applications, federal student aid forms, federal tax forms, award letters and confirmations, verification records, and interview documentation.	Financial Aid Office	(a) Federal aid recipient records and federal program reports: 3 years. (b) State aid recipient records: 7 years.	End of fiscal year.

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H Education	H2 Admissions	H2-5	Student Scholarships, Fellowships, and Awards Records	Documents the process to give scholarships and other aid awards.	Department	(a) Summary records: Permanent. (b) All other records: 5 years.	Upon creation.
H Education	H2 Admissions	H2-6	Student Transcript Requests Records	Documents requests for student transcripts.	Registrar	1 year	Upon creation.
H Education	H2 Admissions	H2-7	Student Permission Waivers	Forms signed by students granting permission to use their picture in promotional materials.	Registrar	Permanent.	Upon creation.
H Education	H3 Academic Program	H3-1	Academic Program Administration Records	Documents the routine daily administration of campus courses and programs. Includes referral, orientation, facilitative, and other administrative correspondence and materials.	Department	3 years	Upon creation.
H Education	H3 Academic Program	H3-2	Academic Advisement Records	Documents faculty or academic advisors' advisement of students.	Faculty or academic advisor	3 years	Upon graduation/separation.
H Education	H3 Academic Program	H3-3	Student Internships and Practicums Records	Documents field experience.	College	5 years	Upon graduation/separation.
H Education	H3 Academic Program	H3-4	Independent/Cooperative or Alternate Study Records	Documents alternative course programming.	Department	3 years	Upon creation.
H Education	H3 Academic Program	H3-5	International Studies Program Records	Documents programs of foreign study sponsored by the campus or in conjunction with other colleges.	Department	6 years	Upon creation.
H Education	H3 Academic Program	H3-6	Award Establishment Records	Documents the establishment of awards.	Department	(a) Summary documentation, including recipient(s): Permanent. (b) All other records: Retain until administrative use ceases.	Upon creation.
H Education	H3 Academic Program	H3-7	Commencement and Awards Records	Documents graduation ceremonies and awards given to outstanding students. Includes programs, program revisions, logistical support documentation, and related correspondence.	College	(a) Final programs: Permanent. (b) All other records: 3 years.	Upon creation.

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H Education	H4 Course and Curriculum	H4-1	Curriculum Development Records	Documents the development of courses.	Record creator	Retain until administrative use ceases.	Upon creation.
H Education	H4 Course and Curriculum	H4-2	Class Schedule Records	Documents courses scheduled to be taught.	Registrar	Official copy: Permanent.	After administrative use ceases.
H Education	H4 Course and Curriculum	H4-3	Course Outlines and Descriptions Records	Documents descriptions of courses taught on campus.	Department	Permanent.	After administrative use ceases.
H Education	H5 Testing and Grades	H5-1	Student Tests and Examinations	Documents tests taken by students as part of course requirements.	Department	(a) Final tests taken as requirements, such as qualifying exams for degree programs: Permanent. (b) All other records: 1 year.	End of semester.
H Education	H5 Testing and Grades	H5-2	Student Evaluations of Faculty	Documents student evaluations of courses and instructors. Includes questionnaires and summary reports.	Department	6 years	End of semester.
H Education	H5 Testing and Grades	H5-3	Masters Theses and Dissertations	Documents papers completed as partial fulfillment of degree requirements.	Department	Permanent.	End of semester.
H Education	H5 Testing and Grades	H5-4	Academic Degree Audit Records	Documents review of student coursework to determine if they have met the requirements to receive their degree. Includes degree applications, degree audits, credit evaluations, course substitution forms, honors recommendations, and related notes and correspondence.	Registrar	(a) Approved for degree: 5 years. (b) Denied degree: 1 year.	Upon graduation/separation.
H Education	H5 Testing and Grades	H5-8	Official Course and Grade Records	Provides a permanent record of students' courses taken and grades received as maintained by the Registrar.	Registrar	(a) Official transcripts: Permanent. (b) Transcript requests: 1 year (see H2-6).	Upon creation.
H Education	H6 Faculty	H6-1	Faculty Personal and Professional Papers	Consists of faculty research or other materials left in the campus' custody.	Department	Retain until administrative use ceases.	Upon separation.
H Education	H6 Faculty	H6-2	Tenure and Promotion Records	Documents changes in faculty rank and tenure status. Includes major personnel files and related correspondence.	Provost	Permanent.	Upon creation.

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H Education	H6 Faculty	H6-3	Student Teacher Certification Records	Documents the certification of teachers by the Department of Education in compliance with 71 MGL 38G.	College of Education and Human Development	(a) Prior to 1980: 40 years. (b) After 1980: Retain 6 years after expiration.	Upon expiration.
H Education	H6 Faculty	H6-4	Faculty Appointment Records	Documents the appointment and subsequent history of non-tenured faculty members.	Dean's Office	(a) Summary records: Permanent. (b) All other records: 6 years.	Upon separation.
H Education	H6 Faculty	H6-5	Faculty Workload Records	Documents work assignments of individual faculty members.	Department	3 years	Upon closure or completion.
H Education	H6 Faculty	H6-6	Sponsored Research Records	Documents academic research funded by grants and the administration of programs to grant funds (including federal funds) or aid based on predetermined qualifications and subsequent review.	Department	7 years	Upon expiration.
H Education	H6 Faculty	H6-7	Sabbatical Records	Records documenting faculty sabbaticals. Includes applications, acceptances, and reports. Note: Personnel action forms relating to sabbaticals are kept in personnel files (see E4-5).	Provost	Permanent.	Upon creation.
H Education	H7 Student Activities	H7-1a	Student Events/Activities Records	Documents student participation in special activities. Includes application records.	Department	3 years	Upon creation.
H Education	H7 Student Activities	H7-1b	Non-Student, Non-Employee Events/Activities Records	Documents non-student, non-employee participation in special activities. Includes application records. (For employee conference, seminar, and workshop records see A9-2 & A9-3.)	Department	3 years	Upon creation.
H Education	H7 Student Activities	H7-2	Student Clubs and Associations Records	Documents the activities of student-run clubs and associations.	Department	Retain until administrative use ceases.	Upon creation.
H Education	H7 Student Activities	H7-3	Student Government Records	Documents activities of student government groups.	Department	Retain until administrative use ceases.	Upon creation.

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H Education	H7 Student Activities	H7-4	Student Publications Records	Documents all student publications on campus including <i>The Mass Media</i> newspaper, <i>The Beacon</i> yearbook, <i>The Watermark</i> literary journal, and <i>Writ Large</i> (formerly <i>LUX</i> ).	Student Affairs	(a) Final publications and summary policy and administrative records: Permanent. (b) Photographs and artwork: Retain until administrative use ceases. (c) All other records: 3 years.	Upon creation.
H Education	H7 Student Activities	H7-5	Student Athletic Participation Records	Documents student participation in sports.	Athletics & Recreation	(a) Summary documentation and photographs: Permanent. (b) All other records: 6 years.	Upon graduation/separation.
H Education	H8 Student Affairs	H8-1	Student Grievance/Complaint Records	Documents student complaints.	Student Affairs	3 years	Upon closure or completion.
H Education	H8 Student Affairs	H8-2	Student Discipline Records	Documents the discipline of students for infraction of campus policy.	Student Affairs	(a) Expulsion records: 25 years. (b) All other records: 3 years.	Upon graduation/separation.
H Education	H8 Student Affairs	H8-3	Student Disability Records	Provides a record of disability information on students.	Ross Center for Disability Services	7 years	Upon graduation/separation.
H Education	H8 Student Affairs	H8-4	International Students Case Files	Documents international students enrolled on campus.	Office of Global Programs	5 years	Upon graduation/separation.
H Education	H9 Student Services	H9-1	Student Support Services Records	Documents programs to support student life.	Student Affairs	(a) Substantive summary data that contributes to understanding of the program: Permanent. (b) All other records: 3 years.	Upon creation.
H Education	H9 Student Services	H9-3	Student Counseling Records	Documents social services provided to students.	Health Services	6 years	Upon graduation/separation.
H Education	H9 Student Services	H9-4	Student Career/Placement Records	Documents records kept on file for placement purposes.	Career Services	10 years	Upon graduation/separation.

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H Education	H9 Student Services	H9-5	Student Health Clinic Records	Documents student health clinic histories. Includes visit documentation and charts, medical notes, and related correspondence. NOTE: All student patient records are covered under this section, including some sections from Massachusetts Statewide Retention Schedule K.	Health Services	27 years	Upon graduation/separation.