

RECORDS INVENTORY AND RETENTION SCHEDULE

Department	Item	Office Responsible	Recommended Retention Period
<i>Department of Information Technology</i>	Student Information System database	Enterprise Applications	10 yrs. and until all audit requirements are met
<i>Department of Information Technology</i>	Student Record Cards Image Files or Microfilm (Including Permanent Record Cards CR-1, CR-5, PDS-1, PDS-2, SR-1, SR-2, SR-3, or equivalent)	Enterprise Applications	Permanent

Revised: 02/18/09

Revised: 08/25/10

Revised: 01/26/12

Revised: 02/25/16