

OHSU Academic Record Retention Schedule

SCHOOL OF NURSING

Type of Records	Primary Units	Current Retention	State Archivist	National Association	OHSU Proposed
LDA = Last Date of Attendance					
NA - Non-admits					
AY = Academic Year					
GR = Graduate					
UG = Undergraduate					
<u>Application/Entrance</u>					
Transcripts for on-admitted students	SoN	1 yr after NA	1 - 3 Years	1 yr after AY begins	1 year from term applied for
Personal Data Forms	SoN	Permanent	None Provided	None Provided	1 year post graduation
Letters of Recommendation	SoN	Until Matriculated	5 yrs after LDA	Until Matriculated	Until Matriculated
Application File for Non Admitted Students	SoN	1 yr after NA	1 - 3 years	1 yr after AY begins	1 yr from term applied for
<u>Coursework/Transcripts</u>					
Academic Records	SoN	Permanent	5 yrs after LDA	5 yrs after LDA	1 year post graduation
Progression Records	SoN	Permanent	5 yrs after LDA	5 yrs after LDA	1 year post LDA
Dismissal Records	SoN	Permanent	5 yrs after LDA	5 yrs after LDA	20 years post LDA
Clinical Placements	SoN	Permanent	None Provided	None Provided	1 year post graduation
Course Exams	SoN		1 yr after LDA	1 yr after LDA	90 days post end of term
Syllabi	SoN	Permanent	Permanent	Permanent	Permanent
LOAs/Withdraws	SoN	Permanent	7 yrs after LDA	2 yrs after LDA	1 year post LDA
Theses & Dissertation Records	Library	Permanent	Permanent	Permanent	Permanent
Program/Advisor Files	SoN	1 year post graduation	1 year post graduation	1 year post graduation	1 year post graduation
Course Video Tapes	SoN	1 year post course	None Provided	None Provided	1 year post course
<u>General Information/Statistics</u>					
Accreditation Letters	SoN	Permanent	Permanent	Permanent	Permanent
Certification Data (NCLEX & Others)	SoN	Permanent	Permanent	Permanent	Permanent
Commencement Program	SoN	Permanent	Permanent	Permanent	Permanent
Committee Rosters	SoN	10 years	None Provided	None Provided	10 year accreditation cycle
Course Catalog	SoN	Permanent	Permanent	Permanent	Permanent
Disciplinary Files	SoN	Permanent	10-75 yrs after LDA	None Provided	20 yrs after LDA
Faculty Governance/Strategic Planning	SoN	10 years	None Provided	None Provided	10 year accreditation cycle
Faculty Handbook	SoN	Permanent	Permanent	Permanent	Permanent
Job Placement	SoN	Permanent	Permanent	Permanent	Permanent
Meeting Minutes (Faculty, Academic, etc)	SoN	10 years	None Provided	None Provided	10 year accreditation cycle
PhD comprehensive exams	SoN	Duration of Program	None Provided	None Provided	1 year after LDA
Practice Development	SoN	10 years	None Provided	None Provided	10 year accreditation cycle
Student Handbook	SoN	Permanent	Permanent	Permanent	Permanent