

## Office of the Registrar

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# Student Record Retention Policy

### **Purpose:**

At New England College, the Registrar's Office is responsible for the management and retention of student academic records. The ongoing maintenance of academic records is vital to preserving historical academic information, student academic requirements and achievements, and complying with legal requirements while disposing of outdated and useless information. The Registrar's Office schedule of record retention is based on AACRAO recommended practices and institutional review. The record retention policies will be reviewed and adjusted when appropriate and necessary. Records not identified in the published policy will be reviewed by the College applicable program of the U.S. Department of Education. See <https://studentprivacy.ed.gov> for more info.

Description		Retention Period
ADMISSIONS APPLICATION		5 Years since Graduation or Last Date of Attendance
ADMISSIONS MATERIALS		
ADMISSION LETTERS		
CREDIT BY EXAM		
ACADEMIC ADVISING RECORDS		
ACADEMIC PETITIONS		

**CHANGE OF MAJORS/MINORS**