



POLICY STATEMENT 32 RETENTION AND DISPOSAL OF STUDENT RECORDS

POLICY DIGEST

Primary Monitoring Unit: Registrar's Office
Secondary Monitoring Unit: Academic Affairs
Initially Issued: May 26, 2007
Last Revised: June 4, 2022

I. PURPOSE

The purpose of this policy is to establish a student record retention and disposal policy conforming to established practice and Louisiana Law.

II. POLICY

Retention and disposal of student records will be in accordance with the recommendations of the American Association of Collegiate Registrars and Admissions Officers as published in their most current guidelines and as mandated by the Public Records Act ([Louisiana Revised Statute, Title 44](#)) through the Louisiana Division of Archives, Records, Management, and History.