

Records Retention Schedule for Admissions Records

Oregon State University

Effective Date: January 1, 2018

Next Scheduled Review Date: January 1, 2021

This Records Retention Schedule sets a minimum retention period for records described below that are created or maintained by the Office of Admissions, Office of International Admissions, Graduate School, and Registrar's Office for the purpose of application for admission to Oregon State University per [University Policy 04-010 for Records Retention at Oregon State University](#).

Management of admissions processes at Oregon State University is dispersed across four offices. The Office of Admissions, the Office of International Admissions, and the Graduate School oversee initial admission of applicants. The Registrar's Office is involved with readmission and special admissions processes. All offices use Banner for data storage and NOLIJ for document storage as the systems of record.

1. Application and Letter of Admission for Matriculated Students

Minimum retention: 7 years after last enrollment

The application for admission and letter of admission for students who enroll are considered part of the Central Student Academic History Records held by the Registrar's Office and have the minimum retention period provided in the [General Records Retention Schedule](#) (7 years after last enrollment).

2. Other Admissions Documents for Matriculated Students

Minimum retention: 7 years after term of application

All admissions documents other than the application and letter of admission for students who enroll, such as academic transcripts from other institutions, test scores, or letters of recommendation.

3. Leading Documents Without Corresponding Applications

Minimum retention: 5 years after creation date of the document

Admissions-related documents received for someone who does not submit an application form. These may include academic transcripts from other institutions, test scores, or letters of recommendation.

4. Admissions Documents for Non-Matriculated Students

Minimum retention: 5 years after term of application

All admission documents that are part of completed applications for applicants that are not admitted, are admitted but do not matriculate, or for which no decision was made regarding admission. These may include applications for admission, letters or notices of admission, academic transcripts from other institutions, test scores, or letters of recommendation.