

## **RECORD KEEPING/DESTRUCTION OF RECORDS**

The Academic Record is the only permanent record and is maintained in perpetuity. All other records will be expunged in accordance with the policies of the Massachusetts College System and the laws of the Commonwealth. Folders containing educational, admissions<sup>1</sup>, medical<sup>2</sup>, disability and other "non-permanent records" should be retained until five years after the date of graduation or the last day of attendance and then destroyed unless otherwise designated by the president (such as placement files). Financial aid records will be retained in accordance with pertinent state and federal regulations.

- <sup>1</sup> Admissions records, even for those not accepted, must be held for three years, according to Massachusetts Commission Against Discrimination Policy.
- <sup>2</sup> Medical records held by a college clinic or infirmary must be retained for thirty years following the student's graduation pursuant to G.G.c11170.