



**Administrative Regulation**  
Chapter 5 – Student Services

**AR 5040.4 TYPES, LOCATIONS AND CUSTODIANS OF EDUCATION RECORDS**

The following is a list of the types of records that Santa Monica College maintains, their locations and their custodians. Additional College departments will be added to this list and changes maintained by the Dean of Enrollment Services or designee as needed, in compliance with accreditation standards, state, and federal requirements. Departments are urged to keep all current year paper records in situ until any auditing of those records has taken place, or to image such documents (if appropriate) prior to permanent archiving or scheduled destruction.

Student records are classified annually as permanent, optional or disposable as defined in *Title 5 Sections 59020 through 59026*.

Type	Location	Custodian	Retention Period
<b>Admission Records</b>			
Add/Drop Slips	Admissions Storage	Dean, Enrollment Services	3 years
Faculty Drop Rosters	Now done online & kept permanently stored in ISIS. Previous documents kept in Admissions Storage	Dean, Enrollment Services	Permanently in ISIS Paper documents kept permanently.
Positive Attendance Rosters	Admissions Office, Emeritus Program, Non-Credit & External Programs	Dean, Enrollment Services; Dean Emeritus	Permanently in ISIS
Grade Rosters	Old paper rosters in Admissions Storage until imaged into webextender system	Dean, Enrollment Services	Permanently in ISIS
Applications	Paper applications kept in Admissions Storage until imaged into webextender system. Online application information is kept in ISIS.	Dean, Enrollment Services	Permanently
Enrollment Verification Forms	Admissions Storage & Admissions Office	Dean, Enrollment Services	3 years

Signature Pages	Imaged into webextender.	Dean, Enrollment Services	Permanently
Time Conflict Forms	Admissions Storage	Dean, Enrollment Services	3 years
Grade Change Forms	Webextender	Dean, Enrollment Services	Permanently
Program and Academic Renewal Forms	Webextender	Dean, Enrollment Services	Permanently
Petitions for Special Consideration	Webextender	Dean, Enrollment Services	Permanently
Grade Appeals	Admissions Office	Dean, Enrollment Services	Permanently
Graduation Petitions/Evaluations	Admissions Office	Dean, Enrollment Services	Permanently
Other College Transcripts	Webextender	Dean, Enrollment Services	Permanently
Requests for Transcripts (forms)	Admissions Storage/Admissions Vault	Dean, Enrollment Services	3 years
Incompletes (prior to online submission)	ISIS/Webextender	Dean, Enrollment Services	Permanently
Residency	Webextender	Dean, Enrollment Services	Permanently
Residency Exemption Documentation	Webextender	Dean, Enrollment Services	Permanently
Name Change Forms	Admissions Vault	Dean, Enrollment Services	3 years
Pass/No Pass Forms	Webextender	Dean, Enrollment Services	Permanently
<b>Bursar's Office</b>			
Payroll and Other Financial Records	Storage Pod	Director, Auxiliary Services	3 years
Registration Billing Records	Storage Pod	Director, Auxiliary Services	3 years
<b>Auxiliary Services</b>			
Payroll and Other Financial Records	Auxiliary Services	Director, Auxiliary Services	7 years
Registration Billing Records	Auxiliary Services	Director, Auxiliary Services	7 years
<b>Financial Aid Records</b>	Fin Aid Office & Admissions Storage	Associate Dean, Financial Aid & Scholarships	3 to 5 years

<b>Success &amp; Engagement Center</b>			
Placement Records	Placement records are kept electronically in ISIS	Dean, Enrollment Services	Permanently
<b>Counseling</b>			
CalWORKs Program Eligibility Information from DPSS	CalWORKs Program Office/Storage	Associate Dean, Special Programs	5 years
Health Records for Students	Health Center	Director, Student Health & Wellbeing	7 years
Health Records for Staff	Health Center	Director, Student Health & Wellbeing	Permanently
Mental Health Records	Center for Wellness & Wellbeing	Coordinator, Center for Wellness & Wellbeing	7 years
Eligibility Documents from Veteran's Affairs	Veteran's Program Office	Veteran's Faculty Lead	Permanently
Verification Documents of Disability	Center for Students with Disabilities	Director, Center for Students with Disabilities; Faculty Coordinator	Permanently
<b>Campus Disciplinarian</b>			
Disciplinary Records	Student Judicial Affairs Office	Director, Student Judicial Affairs/Campus Disciplinarian	3 years for ordinary cases; or permanently for suspension cases
<b>International Education Center</b>			
Applications	Webextender	Dean, International Education Center	Permanently
Financial Information	Webextender	Dean, International Education Center	3 years
Immigration Documents	Webextender	Dean, International Education Center	3 years
Transcripts from other institutions	Webextender	Dean, International Education Center	Permanently
Enrollment Verification Letters	Webextender	Dean, International Education Center	3 years
Advising and Counseling Notes	Webextender	Dean, International Education Center	Permanently

<b>Library Services</b>			
Student User Records	ISIS and Library Automation System	Associate Dean, Learning Resources; Director, Library & Information Services	3 years after privileges have expired if no fees owed; otherwise permanently
District Employee User Records	ISIS and Library Unicorn Automation System	Associate Dean, Learning Resources; Director, Library & Information Services	3 years after privileges have expired if no fees owed; otherwise permanently
Community User Records	ISIS and Library Automation System	Associate Dean, Learning Resources; Director, Library & Information Services	3 years after privileges have expired if no fees owed; otherwise permanently
Community User Records	ISIS and Library Automation System	Associate Dean, Learning Resources; Director, Library & Information Services	3 years after privileges have expired if no fees owed; otherwise permanently
User Activity Archival Logs	Library Automation System	Associate Dean, Learning Resources; Director, Library & Information Services	3 years
<b>Other Records</b>			
Occasional Records (Student education records not included in the types above such as minutes of faculty committee meetings, copies of correspondence in offices not listed, etc.)	The appropriate office will collect such records, direct the student to their location, or otherwise make them available for inspection and review.	The college staff person who maintains such occasional systems records.	

Revised: 12/11/01; 1/12/10; 4/29/20

Also see *BP/AR 3300 Public Records*, *BP/AR 3310 Records Retention and Destruction*, and *AR 5045 Student Records Challenging Content and Access Log*.

**References:**

Education Code Sections 71091, 76220 and 76200 et seq.;  
 Title 5 Sections 59022-59026, 59118, 54608, 54600 et seq.;  
 20 U.S. Code Section 1232 g(j) (U.S. Patriot Act);  
 Civil Code Section 1798.85