

# 1506 Student Admissions Records, Admitted

Description: Records of individual student who applied for admission and were accepted. *Examples:* Records may include acceptance letters, standardized testing results (SAT, GMAT, GRE, ACT, etc), evaluations, letters of recommendation, transcripts from previous academic work, rejection letters, TOEFL scores, and related correspondence.

*Retention Period:* **Retain for 5 years after graduation, transfer, or separation, and then securely destroy.**

*Authority:* 260 M.G.L § 5B; 610 C.M.R. § 2.07

*Please note:* Once records of accepted students have been transferred to permanent **Student Record File** (Schedule # **0585**), destroy any convenience/use copies when no longer administratively needed.