

1556 Veteran's Records

Description: Documents the enrollment and status of veterans at the University.

Examples: Records may include attendance reports, bill authorizations, veteran's educational benefit entitlement records, and related correspondence.

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

Student Affairs

1558 Family Educational Rights and Privacy Act (FERPA) Documents *Description:* Records documenting student requests for release of educational records in accordance with the Family Educational Rights and Privacy Act of 1974.

Examples: Records may include written inquiries and responses to inquiries, copies of requested records, and any other supporting documentation or correspondence.

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

Authority: 34 C.F.R. § 99