

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 [Student Record File \(Schedule # 0585\)](#), destroy any convenience/use copies when no longer administratively needed.