

1508 Student Admissions Records, Declined or Withdrawn

Description: Records of individual students who applied for admission but were declined.

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 3 years, and then securely destroy.**

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