



# **AACRAO's 2010 Retention of Records: Guide for Retention and Disposal of Student Records**

*V. Shelby Stanfield, Richard Backes, Julie Ferguson, Martha Henebry, Wendy Kilgore, Jerry Montag, Robert Morley, Susan Nelson, Charles Toomajian, Susan Van Voorhis*

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Shelby Stanfield, Richard Backes, Julie Ferguson, Martha Henebry, Wendy Kilgore, Jerry Montag, Robert Morley, Susan Nelson, Charles Toomajian, Susan Van Voorhis

The 2010 Retention of Records Guide provides standards in student records management, and is designed to help you craft an effective institutional retention policy in compliance with Federal and State law. It places greater emphasis on electronic records and expands recommendations regarding the security of those records. It also expands its recommendations for record retention schedules and for the first time offers differentiated retention periods for community and technical colleges alongside four-year schools. Contact information for state records management agencies has been included, as well as a case study to help you develop a retention and disposal policy for academic department offices.

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