

80.90.011 RECORD RETENTION POLICY

Record Retention Policy**PURPOSE**

The purpose of this policy is to provide guidance for the preservation, maintenance, and disposal of St. Jude Children's Research Hospital Graduate School of Biomedical Sciences ("Graduate School") records while complying with applicable state and federal regulations.

SCOPE

This policy and its accompanying procedures apply to all Graduate School records related to students.

This policy applies to all graduate student records regardless of mode of instruction and physical location of the student. If applicable, the Graduate School will comply with relevant foreign regulations for the retention of student records.

STAKEHOLDERS AFFECTED BY THIS POLICY

Stakeholders who must comply with this policy include any Graduate School stakeholder, including any individual, student, faculty member, administrator, staff member, group or committee that participates in maintaining, preserving, and disposing Graduate School records.

POLICY

1.1 The Graduate School complies with state and federal regulations and professional practice standards in matters of records retention policies and procedures. For purposes of this policy, please note that the Graduate School maintains records related to students. We may choose to maintain records beyond the minimum retention requirement.

1.2 All records created or received by Graduate School programs are the property of the Graduate School and must be retained and disposed of in accordance with this policy. Under Tennessee regulations, records, regardless of storage medium, may be disposed of provided that the minimum retention period stated below has elapsed and the Graduate School does not need the records for future administrative, legal, research/historical, or fiscal purposes. No documents should be destroyed during the pendency of threatened or active litigation, when a litigation hold has been issued by the Office of Legal Services or if any pending or actual federal, state, or other audit is being conducted.

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1.3 Unless authorized by the Dean, Graduate School records must be stored on Graduate School premises. Student records are kept in either a locked, fireproof file cabinet or within locked file cabinets in locked offices. Records are also stored electronically on a secure platform whenever possible.

1.4 Whenever possible, administrative staff members should ensure that records are backed up appropriately.

1.5 The Graduate School follows the disaster recovery plan outlined in the Assurance Management – Disaster Recovery Standard Policy.

1.6 The Graduate School must implement practices that protect confidential information contained in Graduate School records in accordance with relevant laws and the Graduate School's Protection of Student Data Policy. These practices must be applied in the preservation, maintenance, and disposal of confidential paper and electronic records.

PROCEDURE

2.1 Review of Records

2.1.1 The Registrar (or designee) is responsible for performing, at least annually, a review to determine the value or usefulness of the Graduate School's records. During this review, the Registrar (or designee) should identify all records that have met their relevant retention period (time in office plus time in storage) and are no longer needed for any purpose identified in this policy. The Registrar (or designee) must designate each record as either an historical document archives or a document ready for destruction.

2.2 Maintenance of Records

2.2.1 The Graduate School has internal procedures for addressing security breaches to protect Graduate School information (including student records).

2.2.2 Information and reports retained permanently in the aggregate:

- Graduation lists
- Enrollment statistics
- Degree statistics
- Schedules of classes
- Requests for disclosures of student privacy information

Student Records	Minimum Retention Period:
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	Academic catalog	Permanently
Academic	Entrance exam	5 years after graduation or date of last attendance
	Admission Correspondence	3 years after application term
	Admissions - completed international files *	Permanently
	Acceptance letter	7 years after graduation or date of last attendance
	Application - admitted and enrolled	5 years after graduation or date of last attendance
	Application - admitted and not enrolled	3 years after decision to admit
	Waivers for rights to view letter of recommendation	7 years after graduation or date of last attendance
	International student documents (I-20, employment authorization, passport, I-94, statement of financial responsibility, statement of educational costs) *	Permanently
	Information pertaining to Appeals - Grades	Permanently
	Intent to graduate	7 years after graduation or date of last attendance
	Application to graduate	7 years after graduation or date of last attendance
	Advising Records	6 years after graduation or date of last interaction
	Correspondence and catalogs for non-credit courses	3 years
	Rosters and payments for non-credit courses	7 years unless longer by contract
	Registration forms (drop/add rolls, scheduling forms)	7 years after graduation or date of last attendance
Name change and address change authorizations	7 years after graduation or date of last attendance	
Documentation of request and approval/denial of accommodations	3 years after graduation or date of last attendance	

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Advance placement, waivers, transfer credit approvals, experiential credit approvals	7 years after graduation or date of last attendance
Transfer credit requests that are rejected	7 years after graduation or date of last attendance
Correspondence related to enrollment and degree verification	7 years after graduation or date of last attendance
Correspondence grade reports	Permanently
Correspondence related to student privacy disclosures or student consent for disclosure	7 years after graduation or date of last attendance
Correspondence not related to academic progress or student privacy disclosure	7 years after graduation or date of last attendance
Final grade rolls	Permanently
Final Graduate School transcript	Permanently
Transcripts from other colleges	7 years after graduation or date of last attendance
Transcript translation service evaluation of transcript from outside US	7 years after graduation or date of last attendance
Degree audits	7 years after graduation or date of last attendance
Supplemental Grade Changes	Permanently
Grade change forms	7 years after graduation or date of last attendance
Documentation for leave of absence	3 years after graduation or date of last attendance
Documentation related to attendance	3 years after graduation or date of last attendance
Documentation related to related to satisfactory academic progress	3 years after graduation or date of last attendance
Request for withdrawal	7 years after graduation or date of last attendance
Withdrawal authorization	7 years after graduation or date of last attendance

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	Hospital agreement	3 years after graduation or date of last attendance
	Student media consent	3 years after graduation or date of last attendance
	Mentorship agreements	3 years after graduation or date of last attendance
Programmatic	Satisfactory academic progress letters	3 years after graduation or date of last attendance
	Program documentation of completion of all degree requirements	7 years after graduation or date of last attendance
	Completion of responsible conduct in Research training	3 years after graduation or date of last attendance
	Graduate School awards or recognitions	3 years after graduation or date of last attendance
	Official list of committee members and changes	3 years after graduation or date of last attendance
	Bi-annual student progress report	3 years after graduation or date of last attendance
	Lab rotation agreements	3 years after graduation or date of last attendance
	Qualifying exam	7 years after graduation or date of last attendance
	Grant submission	3 years after graduation or date of last attendance
	Dissertation	3 years after graduation or date of last attendance
	Thesis committee records- thesis committee agreement form, final approval of thesis form	3 years after graduation or date of last attendance
Student meeting minutes	3 years after graduation or date of last attendance	

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	Thesis committee meeting forms, confirming date of each required thesis committee meeting	3 years after graduation or date of last attendance
Student Accounts	Annual stipend letters	5 years after graduation or date of last attendance
	Grants and awards, with stipend and supply supplements	5 years after graduation or date of last attendance
	Annual tuition and subsidiary ledger	5 years after graduation or date of last attendance
Student Affairs	Information pertaining to student conduct or violations of student conduct policy	Permanently
	Information pertaining to appeals - dismissals	Permanently
	Complaints and related documents (investigatory documents, statement of the matter's disposition)	7 years after graduation or date of last attendance
	Code of conduct policy and signature	3 years after graduation or date of last attendance
	Honor board pledge and signature	3 years after graduation or date of last attendance
Registrar	Education and enrollment verification request	1 year after graduation
	Certificate of good standing	1 year after graduation
	Record access requests	1 year after graduation
	Transcript request	1 year after graduation
	Diploma request	1 year after graduation
Miscellaneous	Military records (including Veterans' records)	3 years after graduation or date of last attendance

* If a student wishes, these documents may be returned to them.

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DEFINITIONS

- **Records** – Records refer to all documents, papers, letters, maps, books, photographs, microfilms, electronic media, or other digital formats.
- **Back-ups** – Additional copies of electronic records created to protect against loss of records

REFERENCE DOCUMENTS

- Protection of Student Data Policy
- St. Jude Assurance Management – Disaster Recovery Standard Policy

FORMS AND OTHER DOCUMENTS

N/A

POLICY DETAILS

Policy Type	Policy Revision
Policy Number	80.90.011
Policy Category	Administrative Policy
Policy Sponsor	Stacey Schultz-Cherry
Approval Authority	Dean of the Graduate School
Policy Effective Date	July 1, 2023
Policy Owner (Contact Info)	Stacey Schultz-Cherry (stacey.schultz-cherry@stjude.org)
Policy Alternate	Stacey Schultz-Cherry
Last Review Date	May 30, 2025
Next Scheduled Review Date	By June 1, 2026

REVISION HISTORY

- V1.0 – May 25, 2023
- V2.0 – August 19, 2024
- V3.0 – December 11, 2025
- V4.0 – March 27, 2026

APPROVALS

- Dean of the Graduate School – Approved on May 25, 2023
- Dean of the Graduate School – Approved on August 19, 2024
- Dean of the Graduate School – Approved on December 11, 2025
- Dean of the Graduate School – Approved on March 27, 2026