

Request for Records Disposition Authority

Records Schedule Number DAA-0218-2019-0002

Schedule Status Approved

Agency or Establishment Joint Chiefs of Staff

Record Group / Scheduling Group Records of the U.S. Joint Chiefs of Staff

Records Schedule applies to Agency-wide

Schedule Subject 1300 Series - Academic Affairs Records

Internal agency concurrences will be provided No

Background Information CJCSM 5760.01A, VOL. II – JOINT STAFF AND COMBATANT COMMAND
RECORDS MANAGEMENT MANUAL: DISPOSITION SCHEDULE
1300 SERIES BUCKET – ACADEMIC AFFAIRS

This proposed schedule overview is for the incorporation of a new Information Type/Category into CJCS Manual 5760.01A, Vol. II – 1300 Series: Academic Affairs Records. The records series items as described here are meant to be available for use by any Joint Staff or Combatant Command activity that operates as a school or university or for the purposes of education. That said, it should be noted that these record series items are based on those descriptions and retentions proposed by the National Defense University (NDU).

NDU is a Chairman's Controlled Activity that falls within the Joint Staff/J-7 Directorate. As such, its records program falls under the supervision and oversight of the Joint Staff Records Officer, in the JS Information Management Division, and the JS/CCMD Records Management records schedule.

These series items have been placed into categories with retentions of 6 months, 3 years, 10 years, and those items that do not fall into any of the above, are known as "exceptions." Exceptions have their own cut offs and retention information which may or may not be event-driven.

Note that records in the 6 months category (item 1300-01-A, "Short-Term Records") are not included in this schedule, because they are scheduled by General Records Schedule 5.2, item 010 (Transitory Records). Nevertheless, item 1300-01-A, as scheduled by GRS 5.2, item 010, will be included in the 1300 Series of CJCS Manual

5760.01A, Vol. II, after schedule DAA-0218-2019-0002 is approved.
(Item 1300-01-A includes records of requests for official transcripts fulfilled by the University Registrar's Office.)

For the purposes of this schedule, "Academic Year" is defined as the time period when school is in session and generally lasts from 1 July -30 June in any given cycle. This records schedule is written to authorize the disposition of the records in any media (media neutral).

NDU is the Nation's premier Joint Professional Military Education (JPME) provider. Its fundamental purpose is to educate emerging Senior Leaders in the defense and interagency communities at the strategic and operational levels. NDU's primary focus is the provision of JPME, enabled by premier teaching, scholarly research and academic engagement. As an academic institution, NDU operates on the principle of academic freedom. It is a fully accredited University with multiple colleges, institutes, and research centers.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
30	0	30	0

GAO Approval

Outline of Records Schedule Items for DAA-0218-2019-0002

Sequence Number	
1	CATEGORY – 3 YEARS (-02)
1.1	1300-02-A: Foreign Student Education Credential Verifications Disposition Authority Number: DAA-0218-2019-0002-0002
1.2	1300-02-B: Academic Action Authorizations Disposition Authority Number: DAA-0218-2019-0002-0003
1.3	1300-02-C: Academic Advising Records Disposition Authority Number: DAA-0218-2019-0002-0004
1.4	1300-02-D: Non-Acceptance Admission Decision Letters Disposition Authority Number: DAA-0218-2019-0002-0005
1.5	1300-02-E: Student Academic Waivers Disposition Authority Number: DAA-0218-2019-0002-0006
1.6	1300-02-F: Academic Program Administrative Records Disposition Authority Number: DAA-0218-2019-0002-0007
1.7	1300-02-G: Training Forms Disposition Authority Number: DAA-0218-2019-0002-0008
1.8	1300-02-H: Schedule of Classes Disposition Authority Number: DAA-0218-2019-0002-0009
1.9	1300-02-I: Academic Book Order Records Disposition Authority Number: DAA-0218-2019-0002-0010
2	CATEGORY – 10 YEARS (-03)
2.1	1300-03-A: Accreditation Documentation Disposition Authority Number: DAA-0218-2019-0002-0011
2.2	1300-03-B: Academic Review Board Records Disposition Authority Number: DAA-0218-2019-0002-0012
2.3	1300-03-C: Admission Board Review Records Disposition Authority Number: DAA-0218-2019-0002-0013
2.4	1300-03-D: Course Records Disposition Authority Number: DAA-0218-2019-0002-0014
2.5	1300-03-E: Curriculum Development Documentation Disposition Authority Number: DAA-0218-2019-0002-0015
2.6	1300-03-F: Degree Audit and Application for Graduation Records Disposition Authority Number: DAA-0218-2019-0002-0016
2.7	1300-03-G: Student Application/Nomination Packages (Enrolled and Non-Enrolled) Disposition Authority Number: DAA-0218-2019-0002-0017

3	CATEGORY – EXCEPTIONS (-06)
3.1	1300-06-A: Academic – Memorandum of Understanding (MOU) Disposition Authority Number: DAA-0218-2019-0002-0018
3.2	1300-06-B: Disciplinary Action Documents Disposition Authority Number: DAA-0218-2019-0002-0019
3.3	1300-06-C: Academic Warning Disposition Authority Number: DAA-0218-2019-0002-0020
3.4	1300-06-D: Student Disenrollment Disposition Authority Number: DAA-0218-2019-0002-0021
3.5	1300-06-E: Academic Integrity Violations Disposition Authority Number: DAA-0218-2019-0002-0022
3.6	1300-06-F: Academic Surveys Disposition Authority Number: DAA-0218-2019-0002-0023
3.7	1300-06-G: Academic Reports Disposition Authority Number: DAA-0218-2019-0002-0024
3.8	1300-06-H: Grievance Records Disposition Authority Number: DAA-0218-2019-0002-0025
3.9	1300-06-I: Student Evaluations, Exams/Papers Disposition Authority Number: DAA-0218-2019-0002-0026
3.10	1300-06-J: Department of State DS 2019 - Certificate of Eligibility for Exchange Visitor (J-1) Status Disposition Authority Number: DAA-0218-2019-0002-0027
3.11	1300-06-K: Student Alumni Records Disposition Authority Number: DAA-0218-2019-0002-0028
3.12	1300-06-L: Official Student Academic Records Disposition Authority Number: DAA-0218-2019-0002-0029
3.13	1300-06-M: Master Catalogs/Bulletins/Handbooks Disposition Authority Number: DAA-0218-2019-0002-0030
3.14	1300-06-N: Master Commencement Program Disposition Authority Number: DAA-0218-2019-0002-0031

Records Schedule Items

Sequence Number	
1	<p>CATEGORY – 3 YEARS (-02) Records of that document routine administrative and organizational decisions, actions, and processes. Records include, but are not limited to:</p>
1.1	<p>1300-02-A: Foreign Student Education Credential Verifications Disposition Authority Number DAA-0218-2019-0002-0002</p> <p>Records include, but are not limited to, evaluations of academic credentials from all countries of the world. The evaluations are provided by an independent agency outside the University and the information provided on the final evaluations may contain Personal Identifying Information (PII).</p> <p>Final Disposition Temporary Item Status Active Is this item media neutral? Yes Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>Disposition Instruction Cutoff Instruction Cut off at end of academic year. Retention Period Destroy 3 year(s) after cut off</p> <p>Additional Information GAO Approval Not Required</p>
1.2	<p>1300-02-B: Academic Action Authorizations Disposition Authority Number DAA-0218-2019-0002-0003</p> <p>Records include, but are not limited to, authorizations to change the student database (communicated via formal correspondence) which include email or memorandums requesting changes to the University Student Information System. Examples include course changes e.g., Dropping, Adding, Auditing courses, and grade appeals.</p> <p>Final Disposition Temporary Item Status Active</p>

1.3	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cut off at end of academic year.
	Retention Period	Destroy 3 year(s) after cut off
	Additional Information	
	GAO Approval	Not Required
	1300-02-C: Academic Advising Records	
	Disposition Authority Number	DAA-0218-2019-0002-0004
	Records of communication between academic advisor and student. These records document assistance given to students in choosing educational career objectives commensurate with their interests and abilities and in monitoring progress toward these goals. Records include, but are not limited to: --Comprehensive exam results --Correspondence --Recommendation letters	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cut off at end of academic year.
	Retention Period	Destroy 3 year(s) after cut off
1.4	Additional Information	
	GAO Approval	Not Required
	1300-02-D: Non-Acceptance Admission Decision Letters	

1.5	Disposition Authority Number	DAA-0218-2019-0002-0005
	Records of applied students who were not admitted. Records include, but are not limited to: --Notices to students of denied admission --Waitlist --Withdrawals --Cancellation of admittance Records contain PII and sensitive information.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cut off at end of academic year.
	Retention Period	Destroy 3 year(s) after cut off
	Additional Information	
	GAO Approval	Not Required
	1300-02-E: Student Academic Waivers	
	Disposition Authority Number	DAA-0218-2019-0002-0006
	Records identifying/justifying a students extenuating circumstances which have caused them to lose good academic standing and/or satisfactory academic progress. The University/College provides the opportunity for a student to request a waiver of these standards. Such a waiver will be granted only if the student's situation is viewed as an exceptional or extraordinary case, meaning, the circumstances preventing the student from meeting the requirements were highly unusual and most probably out of the student's control. The student must be an otherwise serious and successful student. Records include, but are not limited to approvals to meet program requirements with administrative action.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes

1.6	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cut off at end of academic year.
	Retention Period	Destroy 3 year(s) after cut off
	Additional Information	
	GAO Approval	Not Required
	1300-02-F: Academic Program Administrative Records	
	Disposition Authority Number	DAA-0218-2019-0002-0007
	Records of the daily and routine administration of academic programs of the department or college. Records include, but are not limited to: --Registration reports --Add-drop analyses and reports --Course enrollment summaries by class --Graduation summaries --Majors by class level --International activities --Advising notes --Cooperative ventures --Welcome packages --Term class schedules and enrollment reports --Placement information --Convenience copies of reports prepared by admissions, registrar's, and other offices --Memos; working papers; and related documentation and correspondence	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
1.7	Disposition Instruction	
	Cutoff Instruction	Cut off at end of academic year.
	Retention Period	Destroy 3 year(s) after cut off
	Additional Information	
	GAO Approval	Not Required
	1300-02-G: Training Forms	
	Disposition Authority Number	DAA-0218-2019-0002-0008

1.8	Records of course material developed, gathered and used in training. Records include, but are not limited to: reference material, outlines, handouts, notes, evaluations, and actual presentations. May include employee registration and rosters. Includes both required and non-required training. Records are organized by Academic Year.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cut off at end of academic year.
	Retention Period	Destroy 3 year(s) after cut off
	Additional Information	
	GAO Approval	Not Required
	1300-02-H: Schedule of Classes	
	Disposition Authority Number	DAA-0218-2019-0002-0009
	Records of formulating class schedules by academic departments for inclusion in the published schedule of classes. Records include, but are not limited to: --Final edition of the schedule of classes --Requests from departments for class offerings --Deviation from schedule forms --Copies of course schedule maintenance forms --Requests for class changes --Working papers and related documentation and correspondence	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes

	<p>Disposition Instruction</p> <p>Cutoff Instruction Cut off at end of academic year.</p> <p>Retention Period Destroy 3 year(s) after cut off</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
1.9	<p>1300-02-I: Academic Book Order Records</p> <p>Disposition Authority Number DAA-0218-2019-0002-0010</p> <p>Records of books ordered for courses taught in the department. Records include, but are not limited to: the institution textbook request forms which includes authors, titles, publications, course numbers, and expected enrollment; other forms; and related documentation and correspondence</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p>
	<p>Disposition Instruction</p> <p>Cutoff Instruction Cut off at end of academic year.</p> <p>Retention Period Destroy 3 year(s) after cut off</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>CATEGORY – 10 YEARS (-03)</p> <p>Operational and Programmatic Records of the university / college / school that cover major functions such as, but not limited to, accreditation; curriculum development; degree audit and application for graduation; student application/ nomination packages; academic and admission review boards; and master course catalogs and commencement programs. This category covers records that are important to meeting the overall and recurring academic needs of the university / college / school.</p>
2.1	<p>1300-03-A: Accreditation Documentation</p> <p>Disposition Authority Number DAA-0218-2019-0002-0011</p>

Records / documentation regarding a college or program's efforts to prepare for accreditation by a relevant educational accreditation body which sets the standards for that particular discipline, including the University's or individual college's formal accreditation by a relevant educational accreditation body (currently Middle States Association of Colleges and Schools {MSCHE) and Process of Accreditation for Joint Education {PAJE}). Also included are remarks prepared by institution officials to respond to the committee's observations and suggestions. Records include, but are not limited to: ----College/program reports, memos and other correspondence such as statistical, descriptive and evaluative materials necessary to prepare for or maintain accreditation. Materials must have been created specifically for accreditation. ----Self-study reports, final report and questions and responses. Final reports are received from study committees of accreditation associations for colleges and universities. Reports reflect suggestions and recommendations concerning an institution's or college's organizational structure and administration, educational programs, financial resources, faculty qualifications, library resources, student body characteristics, physical plant features and vital areas for institutions of higher learning.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Disposition Instruction

Retention Period Destroy 10 year(s) after accreditation or when superseded by a new accreditation occurs, whichever is later

Additional Information

GAO Approval Not Required

1300-03-B: Academic Review Board Records

Disposition Authority Number DAA-0218-2019-0002-0012

Academic Review Board Records. Records include, but are not limited to: Disciplinary Action Records, Written Decisions of Hearings, Correspondence associated with hearings, Notification of hearing letters sent to students, Academic Board Meetings.

Final Disposition Temporary

2.2

2.3	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cut off at end of academic year.
	Retention Period	Destroy 10 year(s) after cut off
	Additional Information	
	GAO Approval	Not Required
	1300-03-C: Admission Board Review Records	
	Disposition Authority Number	DAA-0218-2019-0002-0013
	Records of applications for admissions and acceptance decisions. Records include, but are not limited to: application/nomination packages, recommendations, justifications, final decisions, and admissions offers to students. Records contain PII and sensitive information.	
	Final Disposition	Temporary
	Item Status	Active
2.4	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cut off at end of academic year.
	Retention Period	Destroy 10 year(s) after cut off
	Additional Information	
	GAO Approval	Not Required
	1300-03-D: Course Records	

2.5	Disposition Authority Number	DAA-0218-2019-0002-0014
	Records of departmental course offerings and individual course contents that are routinely accessed on a daily basis. Records include, but are not limited to: syllabi; course descriptions; course outlines; course summaries; curriculum approval lists; reading lists; course announcements; handout materials; and related documentation and correspondence	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cut off at end of academic year.
	Retention Period	Destroy 10 year(s) after cut off
	Additional Information	
	GAO Approval	Not Required
	1300-03-E: Curriculum Development Documentation	
	Disposition Authority Number	DAA-0218-2019-0002-0015
	Records of files documenting approval of new programs and degrees. It is the organized preparation of whatever is going to be taught in schools at a given time in a given year. They are made into official documents, as guides for professors, and made obligatory by provincial and territorial departments	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	

2.6	Cutoff Instruction	Cut off at end of academic year.
	Retention Period	Destroy 10 year(s) after cut off
	Additional Information	
	GAO Approval	Not Required
	1300-03-F: Degree Audit and Application for Graduation Records	
	Disposition Authority Number	DAA-0218-2019-0002-0016
	Records of student completion of degree requirements. Records include, but are not limited to: work sheets; transcripts; and transfer course evaluations. The series may also include official graduation audit forms that list students' names, colleges, majors, degrees, minors, the course loads taken by the applicants and how the applicants have fulfilled them, grade point averages, and deans' recommendations/ comments and signatures.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
2.7	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cut off at end of academic year.
	Retention Period	Destroy 10 year(s) after cut off
	Additional Information	
	GAO Approval	Not Required
	1300-03-G: Student Application/Nomination Packages (Enrolled and Non-Enrolled)	
	Disposition Authority Number	DAA-0218-2019-0002-0017
	Records of Student Nomination Packages (Supporting documents (e.g., Non/ endorsement letter, waivers, personal statements, resumes, writing samples, transcripts, privacy act form, education record release, worldwide travel), Direct Entry Packages filed by Academic Year.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes

3	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cut off at end of academic year.
	Retention Period	Destroy 10 year(s) after cut off
	Additional Information	
	GAO Approval	Not Required
	CATEGORY – EXCEPTIONS (-06)	
	Records that begin their dispositioning period based on an event, rather than a set duration; i.e., records of departing personnel or change of administration. For cutoff purposes, these records begin their dispositioning either in the Fiscal, Calendar, or Academic year, depending upon business processes. This category may also contain records that have retentions that are longer than 10 years, but not permanent. Please note that the following items are all new proposed dispositions and that none of them currently exist in CJCSM 5760.01A, Vol. II.	
	1300-06-A: Academic – Memorandum of Understanding (MOU)	
3.1	Disposition Authority Number	DAA-0218-2019-0002-0018
	Records of Academic – Memorandum of Understanding (MOU) used to document academic issues of general understanding between two or more parties that do not involve reimbursement.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cut off at end of academic year.
	Retention Period	Destroy 5 year(s) after MOU terminates

3.2	<p>Additional Information</p> <p>GAO Approval Not Required</p> <p>1300-06-B: Disciplinary Action Documents</p> <p>Disposition Authority Number DAA-0218-2019-0002-0019</p> <p>Records of conduct and results of investigations into major student conduct offenses as defined by the university or college, including warnings, sanctions and dismissal, including investigations and disciplinary actions taken pursuant to violations of the University Student Conduct Code resulting in warnings, dismissal or final expulsion. Records include, but are not limited to incident reports, minutes of disciplinary committees, correspondence, recommendations, expulsion notices, and final action records. All of the records in this series are considered sensitive and/or confidential.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off at end of academic year.</p> <p>Retention Period Destroy 20 year(s) after cut off</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
3.3	<p>1300-06-C: Academic Warning</p> <p>Disposition Authority Number DAA-0218-2019-0002-0020</p> <p>Records of Academic Warnings. The purpose of the academic warning is to alert students to improve their academic performance and to introduce students to available academic support. Students placed on academic warning must meet with their academic advisers. This includes, but is not limited to, investigation notes, memos, and hearings regarding notice of academic actions related to academic non-performance deficiency.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p>

3.4	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cut off at end of academic year.
	Retention Period	Destroy 20 year(s) after cut off
	Additional Information	
	GAO Approval	Not Required
	1300-06-D: Student Disenrollment	
	Disposition Authority Number	DAA-0218-2019-0002-0021
	Records of Student Disenrollment. Students may be disenrolled if they fail to meet personal conduct and academic achievement standards. Disenrollment may terminate any future enrollment. Records may include, but are not limited to, notice of academic action related to academic non performance, violations of academic integrity, ethics violations, and other violations of University Code of Student Conduct, hearings notes, memos, and correspondence. Penalties of student disenrollment (suspension, expulsion, denial or revocation of degree, and/or withdrawal of diploma) are retained on a temporary basis.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cut off at end of academic year.
	Retention Period	Destroy 20 year(s) after cut off
	Additional Information	

3.5	<div data-bbox="345 195 951 231">GAO Approval Not Required</div> <div data-bbox="345 249 922 285">1300-06-E: Academic Integrity Violations</div> <div data-bbox="345 304 1154 338">Disposition Authority Number DAA-0218-2019-0002-0022</div> <div data-bbox="345 359 1487 585">Records of Academic Integrity Violations. Any "violation of the expectation of academic integrity is academic misconduct." Such misconduct can take many forms, examples are the most common kinds of academic misconduct: cheating, plagiarism, and fabrication. Records may include, but are not limited to, memorandums, investigation notes, correspondence and final actions regarding violations of NDU academic integrity policies.</div> <div data-bbox="345 604 919 638">Final Disposition Temporary</div> <div data-bbox="345 657 849 690">Item Status Active</div> <div data-bbox="345 711 818 745">Is this item media neutral? Yes</div> <div data-bbox="345 764 818 892">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</div> <div data-bbox="345 911 818 1001">Do any of the records covered by this item exist as structured electronic data? Yes</div> <div data-bbox="345 1039 659 1075">Disposition Instruction</div> <div data-bbox="345 1094 1214 1129">Cutoff Instruction Cut off at end of academic year.</div> <div data-bbox="345 1148 1203 1184">Retention Period Destroy 20 year(s) after Cut off</div>
3.6	<div data-bbox="345 1224 951 1260">Additional Information</div> <div data-bbox="345 1278 951 1314">GAO Approval Not Required</div> <div data-bbox="345 1333 776 1369">1300-06-F: Academic Surveys</div> <div data-bbox="345 1388 1154 1423">Disposition Authority Number DAA-0218-2019-0002-0023</div> <div data-bbox="345 1442 1511 1898">Records of respondents' perceptions and evaluations of the effectiveness of various aspects of the academic program, operations and environment. Records include, but are not limited to: surveys, questionnaires, de-identified respondent data, response data, analytical and summary reports of survey results, recommendations, longitudinal trending data and other documents created in connection with evaluating all aspects of the academic program, operations and environment. Aspects of the academic program, operations and environment may include, but are not limited to: the curriculum, course/program/institutional outcomes and objectives, student's perception of faculty performance and student and academic support services. Survey participants may include, but are not limited to: students, faculty, staff, graduates, supervisors of graduates, and senior stakeholders.</div>

3.7	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cut off at end of academic year.
	Retention Period	Destroy 30 year(s) after cut off
	Additional Information	
	GAO Approval	Not Required
	1300-06-G: Academic Reports	
	Disposition Authority Number	DAA-0218-2019-0002-0024
	Records of academic reports required by the Joint Staff and NDU's accrediting bodies: Middle States Commission on Higher Education (MSCHE) and the Process for the Accreditation of Joint Education (PAJE). Records include but are not limited to: Size and Composition Reports, Student Composition Reports (enrollment and graduation reports), Annual Report, MSCHE enrollment and self-study reports, and PAJE reports.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Retention Period	Destroy 75 year(s) after date of Report.
	Additional Information	
	GAO Approval	Not Required

3.8	<p>1300-06-H: Grievance Records</p> <p>Disposition Authority Number DAA-0218-2019-0002-0025</p> <p>Records of grievances brought forward by students against the institutions which do not result in litigation. Records include, but are not limited to: academic issues; student conduct; notices of grievance; informal discussion notes; grievance responses; formal hearing notes (including audio tapes); final summary statements; settlement agreements; appeals documentation; and related records. Portions of these records may be exempt from public disclosure.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off at case closure date.</p> <p>Retention Period Destroy 3 year(s) after cut off</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
3.9	<p>1300-06-I: Student Evaluations, Exams/Papers</p> <p>Disposition Authority Number DAA-0218-2019-0002-0026</p> <p>Records of student evaluations, examinations, and papers. Records include, but are not limited to: Graded examinations, papers, and other documentation that are not returned to student. Professor grade books.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p>

3.10	<p>Disposition Instruction</p> <p>Cutoff Instruction Cut off at end of academic year.</p> <p>Retention Period Destroy 1 year(s) after cut off.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p> <p>1300-06-J: Department of State DS 2019 - Certificate of Eligibility for Exchange Visitor (J-1) Status</p> <p>Disposition Authority Number DAA-0218-2019-0002-0027</p> <p>Records used in the administration of the exchange visitor program. This form permits a prospective exchange visitor to seek an interview at a U.S. embassy or consulate in order to obtain a J visa to enter the United States. The Form DS-2019 identifies the exchange visitor and their designated sponsor and provides a brief description of the exchange visitor's program, including the start and end date, category of exchange, and an estimate of the cost of the exchange program.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>Disposition Instruction</p> <p>Retention Period Destroy 3 year(s) after individual Scholar/Research program ends.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
3.11	<p>1300-06-K: Student Alumni Records</p> <p>Disposition Authority Number DAA-0218-2019-0002-0028</p> <p>Records of the activities of an institution or department's alumni and may also provide alumni offices with information on alumni. Records may be used to create a network of support from alumni, primarily through organized alumni groups; to track alumni; to monitor their achievements, activities, and recognitions; to create statistics; to reply to information requests; and to provide information on the accomplishments of previous students. Records include, but are not limited</p>

3.12	to: --Memberships lists with names, addresses --Employer names and addresses, and positions --Promotional materials concerning annual gatherings --Data cards and files for individual alumni --Degree recipient lists --Outstanding alumni lists --Foreign student rosters --International alumni club records --Notes, memoranda, and related correspondence concerning general alumni affairs.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cut off at end of academic year.
	Retention Period	Destroy 15 year(s) after Cut off
	Additional Information	
	GAO Approval	Not Required
	1300-06-L: Official Student Academic Records	
	Disposition Authority Number	DAA-0218-2019-0002-0029
	Official Student Academic Records. Records may include, but are not limited to, courses, credits, grades, education and enrollment verifications, transcripts, and other pertinent data representing their academic history at an institution.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cut off at end of academic year.

3.13	<p>Retention Period Destroy no sooner than 75 year(s) after cut off but longer retention is authorized</p> <p>Additional Information</p> <p>GAO Approval Not Required</p> <p>1300-06-M: Master Catalogs/Bulletins/Handbooks</p> <p>Disposition Authority Number DAA-0218-2019-0002-0030</p> <p>Records which document the University/College official programs and courses, and the policies and procedures governing admittance to and matriculation and enrollment in such programs. Records include, but are not limited to: academic calendar, course descriptions, academic policies and procedures.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off at end of academic year.</p> <p>Retention Period Move master file/product to the historical file located in the University Library 10 years after cutoff or when administratively no longer needed, whichever is earlier. Destroy no sooner than 75 years after cutoff but longer retention is authorized</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
3.14	<p>1300-06-N: Master Commencement Program</p> <p>Disposition Authority Number DAA-0218-2019-0002-0031</p> <p>Records of commencement activities. Records include, but are not limited to: list of graduates of the University and its ceremony schedule, published for public distribution. May include college or program designation and academic honors.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p>

Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes
Disposition Instruction	
Cutoff Instruction	Cut off at end of academic year.
Retention Period	Move master file/product to the historical file located in the University Library 10 years after cutoff or when administratively no longer needed, whichever is earlier. Destroy no sooner than 75 years after cutoff but longer retention is authorized.
Additional Information	
GAO Approval	Not Required

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
05/09/2019	Certify	Patricia Capers	Records Officer	Information Management Division - Records Research Branch
07/02/2019	Return for Revision	Richard Noble	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
10/18/2019	Submit For Certification	Patricia Capers	Records Officer	Information Management Division - Records Research Branch
11/20/2019	Certify	Patricia Capers	Records Officer	Information Management Division - Records Research Branch
12/19/2019	Return for Revision	Richard Noble	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
12/19/2019	Submit For Certification	Avi Kaufman	Information Management Specialist	Information Management Division - Records and Research Branch
12/19/2019	Certify	Patricia Capers	Records Officer	Information Management Division - Records Research Branch
06/09/2020	Submit for Concurrence	Richard Noble	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services

06/16/2020	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/16/2020	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
06/22/2020	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist