

**Records Retention Policy**

Student records, including documentation and contact logs, of students who register with the Office of Disability Services and are regularly seeking accommodations are maintained in a locked file in the Office of Disability Services during a student’s enrollment at the university. Should a student not request or discontinue requesting accommodations for more than one semester, that student’s file will be classified as “Inactive” and all records may be moved to offsite, secure storage area.

Students requesting accommodations after their records are moved offsite may be subject to a 5 business day waiting period while those records are retrieved from the storage facility. This means accommodations may be delayed until records are retrieved for review by the Associate Director of Disability Services.

Student records will remain in offsite storage for a limited period of time (seven years after graduation or the last semester of enrollment if a student leaves the university before graduation) after which time these records will be destroyed.

Students nearing graduation or who decide to discontinue enrollment at the university are strongly encouraged to schedule an appointment and attend an Exit Interview with the Associate Director at which time they may request a copy of their documentation for their personal records.