

Office of the University Registrar

Records Retention Schedule

Updated July 2026

University of Pittsburgh



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Introduction

The Office of the University Registrar (OUR) at the University of Pittsburgh is responsible for the active and permanent retention of vital student academic records for all 16 schools and colleges within the University.

The OUR consists of four designated areas responsible for handling student academic records: transcripts and certification, registration, recording and graduation, and course and classroom scheduling.

The OUR's retention and disposition schedule describes those records and documents the office creates and/or processes in its operational and administrative capacities and outlines appropriate retention periods and disposition methods. This retention schedule has been developed through historic precedent and in accordance with recommended guidelines from the American Association of Collegiate Registrars and Admission Officers, the University of Pittsburgh general retention schedule, other AAU accredited schools, and applicable federal and state records mandates.

Conditions

- This schedule supersedes previous OUR retention schedules.
- The retention schedules that follow apply to records in all formats. Microfilm that exists off-site is scheduled for permanent retention and is stored for 100 years and then reviewed.
- All records must be accessible throughout their retention period in analog, digital, or microfilm format.
- Records created prior to 1970 must be reviewed by the University Archives prior to any disposition action. Contact the OUR's records manager for details.
- Investigation and court cases involving listed records must be resolved before records are destroyed. **Subpoenas, investigations, or litigation, whether within the University or externally, suspends any disposal or reformatting processes until such matters are resolved.**

Description of Terms

Active retention: Records and documents undergoing processing, necessary for reference during an ongoing term, and remaining in responsible area of the OUR for said academic term.

Class: Specific time/location of an offered course

Course: Specific topic required for a certain academic discipline

Destruction: Those records not scheduled for permanent retention and reaching the end of their inactive retention periods are shredded, a secure process conducted by Access (formerly known as BRM).

Document*: Information or data fixed in some media, but which is not part of the official record; a non-record.

In some contexts, document refers to an item that is not a record, such as drafts, duplicates of record copies, and materials not directly relating to business activities. In this sense, documents are not usually included on retention schedules and can be disposed of without authorization.

However, in other contexts, document is used synonymously with record. In this sense, 'record' connotes an official document, especially the final version of one created in the routine course of business with the specific purpose of keeping information for later use as evidence or proof of the thing to which it refers.

Document Images: Perceptive Content term for scanned records we capture and maintain within Perceptive Content, considered official record held in trustworthy system.

Inactive retention: Records and documents that have fulfilled their administrative or operational function and are maintained away from responsible area prior to permanent retention or destruction.

Paradigm: Third party vendor that processes and prints all the diplomas for the University of Pittsburgh. Final graduation/certification lists are electronically transmitted from the OUR to Paradigm.

Parchment: Third party contractor that facilitates the processing of student submitted electronic academic transcript requests.

Pennsylvania Right to Know Law (RTKL): Under Chapter 15 of the RTKL, state-related institutions, of which Pitt is one of four, are required to file tax information and limited salary information with various state offices annually. They are not subject to any other provisions of the RTKL. State funding is not determinative of whether or not the agency is subject to the RTKL.

Permanent retention and reformatting: Historically, the registrar's office permanently retained vital records in one of two microforms, film or fiche. Creation of microforms began in earnest in the 1970s. On-site microfiche records date back to the early 20th century. Microfilmed records date from the 1970s onward. In 2013/2014, a phased transition to digital reformatting began. Digital imaging is now the practice for preserving permanent records.

Record*: Information created, received, and maintained, regardless of physical form or characteristics and including information stored or maintained electronically, as evidence by an organization or person in pursuance of legal obligations or in the transaction of business.

University of Pittsburgh General Retention Schedule: Last updated in 2015, the University's schedule can be found here: http://www.library.pitt.edu/other/files/pdf/asc/Pitt_General_Retention_Schedule.pdf

UANS: Until administrative needs are satisfied

**Defined in accordance with the University's General Retention Schedule, Pennsylvania Right To Know Law, ISO 15489 3.15, and the Society of American Archivists Glossary of Archival and Records Terminology.*

Records storage

**See appendix B for map of area locations*

- Active records located in rotary cabinets by area:
 - Recording 1 - 2
 - Graduation 1
 - Registration 1 - 2
 - Transcripts and Certification 1 - 2
 - Course and Classroom 1-4
- Inactive records located in rotary cabinets by area:
 - Recording and Graduation 3
 - Registration 3
 - Transcripts and Certification 3-9
 - Course and Classroom 1-4
- The OUR's off-site archives are maintained by Access (formally Business Records Management). Contact the records manager for retrieval requests or other information.

Imaging

Following the completion of imaging the registrar's coding books in early 2013 using Perceptive Content (formerly called ImageNow), the office continued implementing a series of digital imaging projects for electronic storage of permanently retained records. The OUR continues to image select records slated for permanent retention. Areas of the office are now responsible for capturing and indexing their records on a regular schedule. On-site retention periods of paper that is imaged and indexed are outlined the retention schedule on the following pages.

Please see Appendix C for a list of current OUR Perceptive Content document types.

All digitized records have been created as TIFFs for long term preservation and integrity. Indexing and capture profiles are based on the record type.

Sample Perceptive Content capture profile settings:

ColorRegLink

DPI: 204

Color: Millions of Colors

Orientation: Landscape

Sides: Simplex

Course Descriptions

DPI: 400

Color: Millions of Colors

Orientation: Portrait

Sides: Duplex

Course Catalogs

DPI: 240

Color: Millions of Colors

Orientation: Portrait

Sides: Simplex

Retention Schedules by Area

A. Administrative

Academic Structure

Description: Documentation of planning and development of approved academic course or program

Storage Location: Additional boxes held by the Office of the Provost; 2019+ submitted, approved, and held in Curriculog; 1973-present in Perceptive Content ("REG - Academic Structure")

Retention: Permanent **Same as last year – no change**

Disposition: None

AACRAO Record Series Title: None

AACRAO Recommendation: None

Archives Service Center Record Series Title: Curriculum Proposals - Approved

Archives Service Center Record Series Recommendation: 3 years after course ceases to be offered; review by Archives

Deposits Form

Description: Forms used to add, update, or remove deposits

Storage Location: Submitted, approved, and held in Curriculog; Paper forms stored in G-2

Retention: Permanent **Same as last year – no change**

Disposition: None

AACRAO Record Series Title: None

AACRAO Recommendation: None

Archives Service Center Record Series Title: None

Archives Service Center Record Series Recommendation: None

Fees and Tuition Form

Description: Forms used to add, update, or remove fees and/or tuition

Storage Location: Submitted, approved, and held in Curriculog; Paper forms stored in G-2

Retention: Permanent **Same as last year – no change**

Disposition: None

AACRAO Record Series Title: None

AACRAO Recommendation: None

Archives Service Center Record Series Title: None

Archives Service Center Record Series Recommendation: None

Retention Schedule

Description: Documents the OUR's records and their retention period and final disposition method

Storage Location: Hardcopy with Records Manager; departmental reference copy on shared drive - IR (\\infores11)

Retention: 1 year active; review yearly in January **Same as last year – no change**

Disposition: Shred

AACRAO Record Series Title: None

AACRAO Recommendation: None

Archives Service Center Record Series Title: General Administrative Records - Records Retention Schedules

Archives Service Center Record Series Recommendation: 0 after superseded; transfer to Archives for permanent retention

B. Athletic Eligibility

Continuing Eligibility Certification Forms

Description: NCAA athletic eligibility forms detailing grade and academic standing evaluation; Paper copies of these forms are no longer created as of March 2020

Storage Location: Hardcopies from prior to 2020 are located in Rotary Cabinet outside the Assistant Registrar for Transcripts and Certification's office.; Perceptive Content ("REG-CEC Form"); One Drive and Box folders owned/managed by the Academic Eligibility and Certification Specialist; Shared drive - IR > NCAA (\\infore11\NCAA)

Retention: 7 years active from registrar's authorization date; Per NCAA requirements

Disposition: Scan/Import into Perceptive Content; Shred/Delete

AACRAO Record Series Title: Athlete eligibility reports

AACRAO Recommendation: Pursuant to athletic association rules or until administrative need satisfied

Archives Service Center Record Series Title: None

Archives Service Center Record Series Recommendation: None

C. Course and Classroom Scheduling

Class Section Update Forms

Description: Request from academic department to add, cancel, or change a class section

Storage Location: G-2 filing cabinets; 2214+ in PeopleSoft

Retention: 2 years active up to 2211 term; 2214+ Permanent in PeopleSoft **Same as last year – no change**

Disposition: Shred

AACRAO Record Series Title: None

AACRAO Recommendation: None

Archives Service Center Record Series Title: None

Archives Service Center Record Series Recommendation: None

Corrected Class Section Updates

Description: Official schedule of all classes offered by the University

Storage Location: G-2 filing cabinets; 2214+ in PeopleSoft

Retention: 2 years active up to 2211 term; 2214+ Permanent in PeopleSoft **Same as last year – no change**

Disposition: Shred

AACRAO Record Series Title: None

AACRAO Recommendation: None

Archives Service Center Record Series Title: None

Archives Service Center Record Series Recommendation: None

Course Catalog Update Forms

Description: Request from academic department to make additions or changes to the course catalog

Storage Location: 1991-2197 in Perceptive Content ("REG-Course Catalog Update"); 2164-2187 G-2 filing cabinets; 2191+ in Curriculumlog

Retention: Permanent in Curriculum Fall 2018 (2191)-present; Hardcopy current term + 2 terms active; permanent inactive **Same as last year – no change**

Disposition: None; Scan and Shred hardcopies

AACRAO Record Series Title: None

AACRAO Recommendation: None

Archives Service Center Record Series Title: None

Archives Service Center Record Series Recommendation: None

Final Exam Schedules

Description: Schedule of final examinations

Storage Location: PeopleSoft

Retention: Permanent in PeopleSoft 2005-present **Same as last year – no change**

Disposition: None

AACRAO Record Series Title: None

AACRAO Recommendation: None

Archives Service Center Record Series Title: None

Archives Service Center Record Series Recommendation: None

Final Exam Waiver Form

Description: Form submitted by department or instructor indicating no final exam needs to be scheduled for a course.

Storage Location: G-2 filing cabinets; Digital storage in SharePoint **Updated to include digital forms**

Retention: 1 year active **Same as last year – no change**

Disposition: Shred

AACRAO Record Series Title: None

AACRAO Recommendation: None

Archives Service Center Record Series Title: None

Archives Service Center Record Series Recommendation: None

Room Change Requests

Description: Request by academic department to change rooms due to administrator request, overscheduling, or scheduling conflict.

Storage Location: G-2 filing cabinets, Digital storage in PeopleSoft

Retention: Permanent in PeopleSoft

Disposition: Shred

AACRAO Record Series Title: None

AACRAO Recommendation: None

Archives Service Center Record Series Title: None

Archives Service Center Record Series Recommendation: None

Room Permits/Special Event Requests/Student Activity Requests

Description: Request by academic department to change a class from one room to another; for special event not held in the William Pitt Union; for special event held in the William Pitt Union.

Storage Location: G-2 filing cabinets; majority in scheduling software 25Live

Retention: 2 years active; electronic requests permanent in 25Live **Same as last year – no change**

Disposition: Shred

AACRAO Record Series Title: None

AACRAO Recommendation: None

Archives Service Center Record Series Title: None

Archives Service Center Record Series Recommendation: None

D. Graduation

Applications for Graduation

Description: Approved applications for graduation from the dean's offices. Digital form stored in PeopleSoft as of Term 2221. Manually processed forms received through Term 2221.

Storage Location: 1979-1998 microfilm offsite; front and back rotary cabinets, G-3; Digital Form created and stored in PeopleSoft starting 2221

Retention: 1 year active; 2221+ Permanent in PeopleSoft **Same as last year – no change**

Disposition: Shred; Digital forms are retained in PeopleSoft

AACRAO Record Series Title: Application for degree or other credential

AACRAO Recommendation: 3 years After Graduation or Until Administrative Need Satisfied

Archives Service Center Record Series Title: None

Archives Service Center Record Series Recommendation: None

Final Certification Lists

Description: List of student information that have applied for the current graduation term, pending approval of the dean's office. Includes Supplemental Final Certification Pages

Storage Location: 1979 – 2013 microfilm offsite; 2151+ scanned/imported into Perceptive Content ("REG-Final Graduation Lists")

Retention: Permanent (no hard copy) **Same as last year – no change**

Disposition: Scan/import into Perceptive Content each term

AACRAO Record Series Title: Graduation lists

AACRAO Recommendation: Permanent

Archives Service Center Record Series Title: None

Archives Service Center Record Series Recommendation: None

Graduation Requirement Waivers

Description: Formerly, request from dean's office to waive requirement for active class registration if the student is not graduating in the term in which they are applying. Prior to 2191, this form was also used for students graduating in the term in which they applied. Currently, any requests come from the Provost Office as memos and are filed with Supporting Documents - please refer to the Supporting Documents document type in the Recording and Grades Area. As of March 2020, these records are also collected electronically.

Storage Location: None - no inactive storage

Retention: 1 year active **Same as last year – no change**

Disposition: Shred; Delete

AACRAO Record Series Title: Substitution/waivers

AACRAO Recommendation: Until administrative need satisfied

Archives Service Center Record Series Title: None

Archives Service Center Record Series Recommendation: None

Graduation Retroactive Adjustment

Description: Correspondence requests for retroactive changes to a diploma or certificate or a retroactive award of a diploma or certificate. As of March 2020, these records are also collected electronically.

Storage Location: 2013y+ in Perceptive Content ("REG-Graduation Retroactive Adjustments")

Retention: Permanent **Same as last year – no change**

Disposition: Scan/Import into Perceptive Content each term; shred/delete originals

AACRAO Record Series Title: Application for degree or other credential

AACRAO Recommendation: 3 years After Graduation or Until Administrative Need Satisfied

Archives Service Center Record Series Title: None

Archives Service Center Record Series Recommendation: None

Name and Address List

Description: List of students' names and addresses at time of graduation. We no longer generate these reports as of Term 2174.

Storage Location: 1991-2013 microfilm offsite; 2141(2013)-2174 in Perceptive Content ("REG-Final Graduation Lists", Name = "Name and Address Report")

Retention: Permanent (no hard copy) **Same as last year – no change**

Disposition: None

AACRAO Record Series Title: Graduation lists

AACRAO Recommendation: Permanent

Archives Service Center Record Series Title: None

Archives Service Center Record Series Recommendation: None

Name and Degree List

Description: List of students' names and degree information for the current graduation term

Storage Location: 1991-2013 microfilm offsite; 2151 (2014)+ in Perceptive Content ("REG-Final Graduation Lists", Name = "Name and Degree Report")

Retention: Permanent (no hard copy) **Same as last year – no change**

Disposition: None

AACRAO Record Series Title: Graduation lists

AACRAO Recommendation: Permanent

Archives Service Center Record Series Title: None

Archives Service Center Record Series Recommendation: None

Preliminary Certification Pages

Description: List of students who have applied for graduation for the current term for their schools' review and verification; As of March 2020, these records are also collected electronically.

Storage Location: Recording & Grades/Graduation area, G-3

Retention: 1 year active **Same as last year – no change**

Disposition: Shred; Delete

AACRAO Record Series Title: None

AACRAO Recommendation: None

Archives Service Center Record Series Title: None

Archives Service Center Record Series Recommendation: None

Requests for Services (Diplomas)

Description: Requests from previous graduates for issuance of new diplomas

Storage Location: Recording & Grades/Graduation area, G-3; Digital requests made in Paradigm portal and tracked on an excel spreadsheet in the shared drive

Retention: None **Updated from previous schedule**

Disposition: Shred; Delete

AACRAO Record Series Title: None

AACRAO Recommendation: None

Archives Service Center Record Series Title: None

Archives Service Center Record Series Recommendation: None

Student Problems

Description: Correspondence with students' schools regarding graduation issues, kept with Final Certification Lists

Storage Location: 1979-2013 microfilm offsite; 2151+ scanned/imported into Perceptive Content with "REG - Final Graduation Lists"

Retention: Permanent **Same as last year – no change**

Disposition: None

AACRAO Record Series Title: None

AACRAO Recommendation: None

Archives Service Center Record Series Title: None

Archives Service Center Record Series Recommendation: None

Thesis and Dissertation Receipts

Description: Dean's office verification of student fulfillment of graduation requirements, including receipt and hyperlink. Starting in December of 2201, ETD packets for graduation are the responsibility of the Academic Center.

Storage Location: 2171-2194 Recording 3 Rotary Cabinet Side A; not retained in microfilm or Perceptive Content; 2201+ held by Academic Center

Retention: 1 year active, 1 year inactive **Same as last year – no change**

Disposition: Shred

AACRAO Record Series Title: None

AACRAO Recommendation: None

Archives Service Center Record Series Title: None

Archives Service Center Record Series Recommendation: None

E. Publications

Academic Calendar

Description: Calendar listing important dates for each academic year

Storage Location: 1962-present in Perceptive Content

Retention: Permanent; 1962-present in Perceptive Content; Archival copy in University Archives **Same as last year – no change**

Disposition: Scan at the end of each fiscal year; None

AACRAO Record Series Title: None

AACRAO Recommendation: None

Archives Service Center Record Series Title: Calendars

Archives Service Center Record Series Recommendation: 0 after superseded

Commencement Programs

Description: Programs listing record of graduates by degree or programs, speakers, other participants and commencement exercises

Storage Location: 1961-2019 and 2021 G-3 floor cabinet; 2020 commencement books were not printed - contact individual schools/departments for questions

Retention: Permanent copy kept for internal reference; Archival copy in University Archives **Same as last year – no change**

Disposition: None

AACRAO Record Series Title: Commencement programs

AACRAO Recommendation: Permanent

Archives Service Center Record Series Title: Commencement Programs

Archives Service Center Record Series Recommendation: 5 years retention; transfer to Archives

Schedule of Classes

Description: Schedule of all classes offered by the University for a given term

Storage Location: PeopleSoft

Retention: Permanent in PeopleSoft (2005 – present) **Same as last year – no change**

Disposition: None

AACRAO Record Series Title: Class schedules (students)

AACRAO Recommendation: Until administrative need satisfied

Archives Service Center Record Series Title: Schedule of Classes - Timetables

Archives Service Center Record Series Recommendation: 3 years

University Catalogs (University Bulletins)

Description: Description of academic programs including majors, fields of study, and information about the university; permanent retention on Pitt website by Office of Communications (UMC) for 1996-2015; 2016-present are maintained through Acalog

Storage Location: 2015 and earlier maintained by Office of Communications; 2016-present online storage in Acalog

Retention: Permanent; 1 year active; online storage in Acalog **Same as last year – no change**

Disposition: None; Transfer to Archives yearly after publication

AACRAO Record Series Title: Catalogs

AACRAO Recommendation: Permanent

Archives Service Center Record Series Title: Bulletins/Course Catalogs

Archives Service Center Record Series Recommendation: 5 years retention; transfer to Archives

F. Recording and Grades

Course Repeat Forms

Description: Formal request from dean's office to mark a course as repeated and remove it from the student's overall GPA; permanently retained only if department or course numbers differ. As of March 2020, these records are also collected electronically.

Storage Location: 1978-2013 microfilm offsite; 2151+ in Perceptive Content ("REG-Course Repeat")

Retention: 1 year **Same as last year – no change**

Disposition: Scan/import if course is replaced with a different course # only; shred/delete originals after retention period

AACRAO Record Series Title: Course repeat form/approval
AACRAO Recommendation: Until administrative need satisfied
Archives Service Center Record Series Title: None
Archives Service Center Record Series Recommendation: None

Grade Change Requests

Description: Formal request for change of student grade from dean's office. As of 2171, the majority of these forms are completed digitally in PeopleSoft. **Removed paper forms**
Storage Location: 1972-2011 microfilm offsite; 2074-2171 in Perceptive Content ("REG-Grade Change Request"); 2171+ (digital forms) in PeopleSoft
Retention: 1 year; Permanent inactive storage **Same as last year – no change**
Disposition: Scan weekly; shred originals after retention period (digital copy retained in Perceptive Content); 2171+ digital forms are created and retained in PeopleSoft
AACRAO Record Series Title: Grade change forms
AACRAO Recommendation: Until administrative need satisfied
Archives Service Center Record Series Title: Appeals
Archives Service Center Record Series Recommendation: 1 year retention

Multi-Name File

Description: Lists of 1+ student names for any transaction or adjustment to student records. This record type is no longer used. Last date used was 2014.
Storage Location: 1996-2009 microfilm offsite; 2014y in Perceptive Content ("REG-Multi-Name") (2014y format indicates date of process, not term requested for); No longer used after 2014
Retention: 1 year; Permanent inactive storage **Same as last year – no change**
Disposition: Scan weekly; shred originals after retention period (digital copy retained in Perceptive Content)
AACRAO Record Series Title: None (includes multiple types of transactions)
AACRAO Recommendation: None
Archives Service Center Record Series Title: None
Archives Service Center Record Series Recommendation: None

PCHE Grades/Changes

Description: Adjustments or posting of grades for students attending the university from any of the participating PCHE institutions; retained with Grade Change Requests
Storage Location: 1972-2008 microfilm offsite; 2131+ in Perceptive Content ("REG-PCHE/Supplemental")
Retention: 1 year; Permanent inactive storage **Same as last year – no change**
Disposition: Scan weekly; shred originals after retention period (digital copy retained in Perceptive Content)
AACRAO Record Series Title: Grade change forms
AACRAO Recommendation: Until administrative need satisfied
Archives Service Center Record Series Title: Appeals
Archives Service Center Record Series Recommendation: 1 year retention

Prior Term Adjustments

Description: Requests from ombudsman to add, change, or delete courses and/or grades from a student record. As of March 2020, these records are also collected electronically.

Storage Location: 2014y+ in Perceptive Content ("REG-Prior Term Adjustments")(2014y format indicates date of process, not term requested for)

Retention: 1 year; Permanent inactive storage **Same as last year – no change**

Disposition: Scan/import weekly; shred/delete originals after retention period (digital copy retained in Perceptive Content)

AACRAO Record Series Title: Grade change forms

AACRAO Recommendation: Until administrative need satisfied

Archives Service Center Record Series Title: Appeals

Archives Service Center Record Series Recommendation: 1 year retention

Record Reconstruction

Description: Documents used to restore or readmit a student who does not have an active record. As of March 2020, these records are also collected electronically.

Storage Location: Recording & Grades/Graduation area, G-3

Retention: 1 year **Same as last year – no change**

Disposition: Shred; Delete

AACRAO Record Series Title: None

AACRAO Recommendation: None

Archives Service Center Record Series Title: None

Archives Service Center Record Series Recommendation: None

Subtitle Forms

Description: Official documents received from the dean's office which describe any courses listed on a student record as "Independent Study" or "Directed Study." As of March 2020, these records are also collected electronically.

Storage Location: Recording & Grades/Graduation area, G-3

Retention: 1 year **Same as last year – no change**

Disposition: Shred; Delete

AACRAO Record Series Title: None

AACRAO Recommendation: None

Archives Service Center Record Series Title: None

Archives Service Center Record Series Recommendation: None

Supplemental Grade Forms

Description: Student grades submitted by instructor for classes that were added after enrollment period. No longer used as of 2171. This process was folded in with the digital Grade Change Requests in PeopleSoft. See the Grade Change Requests document type in this schedule for current retention and disposition.

Storage Location: 1974-2010 microfilm offsite (Supplemental Grade Rosters/Lists); 2111-2171 in Perceptive Content ("REG-PCHE/Supplemental"); No longer used as of 2171

Retention: 1 year; Permanent inactive storage **Same as last year – no change**

Disposition: Scan weekly; shred originals after retention period (digital copy retained in Perceptive Content); No longer used as of 2171

AACRAO Record Series Title: Grade change forms

AACRAO Recommendation: Until administrative need satisfied
Archives Service Center Record Series Title: Appeals
Archives Service Center Record Series Recommendation: 1 year retention

Supporting Documents

Description: Memos, letters, emails or PeopleSoft screenshots used as documentation for adjusting a student's record, may act in place of a formal record. As of March 2020, these records are also collected electronically.

Storage Location: 1974-2011 microfilm offsite; 2014y+ in Perceptive Content ("REG-Supporting Documents") (2014y format indicates date of process, not term requested for)

Retention: 1 year; Permanent inactive storage **Same as last year – no change**

Disposition: Scan/import weekly; shred/delete originals after retention period (digital copy retained in Perceptive Content)

AACRAO Record Series Title: None

AACRAO Recommendation: None

Archives Service Center Record Series Title: None

Archives Service Center Record Series Recommendation: None

G. Registration

Add/Drop Class Request / Registration Forms

Description: Request from student or memo from dean's office to add or drop a class; or for late add/drop, late registration or approval for time conflict or unit overload; mostly submitted through PeopleSoft

Storage Location: None - no inactive storage

Retention: 2 years inactive from term of submission; electronic retained permanently in PeopleSoft (2005-present) **Same as last year – no change**

Disposition: Shred

AACRAO Record Series Title: Enrollment changes

AACRAO Recommendation: Until administrative need satisfied

Archives Service Center Record Series Title: None

Archives Service Center Record Series Recommendation: None

Address Change Request

Description: Change of address requests submitted via mail, email, in person, or through PeopleSoft.

Storage Location: None - no inactive storage

Retention: 1 year active; electronic retained permanently in PeopleSoft (2005-present) **Same as last year – no change**

Disposition: Shred

AACRAO Record Series Title: Personal data information forms

AACRAO Recommendation: Until administrative need satisfied

Archives Service Center Record Series Title: None

Archives Service Center Record Series Recommendation: None

Course Enrollment Limit Exception Form

Description: An exception form submitted by deans' offices that permits a student to repeat a course more than three times

Storage Location: Stored in Perceptive Content

Retention: Permanent

Disposition: None, permanently retained

AACRAO Record Series Title: Course Repeat Form/Approval

AACRAO Recommendation: Until administrative need satisfied

Archives Service Center Record Series Title: None

Archives Service Center Record Series Recommendation: None

Cross Registration (PCHE) Forms and Requests

Description: Student-submitted form to enroll in a class at a participating school in the Pittsburgh Council on Higher Education (PCHE); copy retained by PCHE institution.

Storage Location: Registration 2 Cabinet; electronically stored in Box (folders hosted by CMU's account) from March 2020 forward

Retention: 2 years active **Same as last year – no change**

Disposition: Shred/Delete **Updated to include digital records**

AACRAO Record Series Title: Registration/enrollment records

AACRAO Recommendation: Until administrative need satisfied

Archives Service Center Record Series Title: None

Archives Service Center Record Series Recommendation: None

Date of Birth Change Requests

Description: Corrections to student dates of birth submitted via mail, email, in person, or through PeopleSoft

Storage Location: Registration 2 Cabinet

Retention: 2 years active; electronic retained permanently in PeopleSoft (2005-present) **Same as last year – no change**

Disposition: Shred

AACRAO Record Series Title: Personal data information forms

AACRAO Recommendation: Until administrative need satisfied

Archives Service Center Record Series Title: None

Archives Service Center Record Series Recommendation: None

Death Notices

Description: Notice from Student Financial Services indicating death of student

Storage Location: 2004-2013 microfilm offsite; Recording 3 Rotary Cabinet Shelf 2; 2014y+ in Perceptive Content (2014y format indicates date of process, not term requested for)

Retention: 1 year active; permanent inactive storage **Same as last year – no change**

Disposition: Scan annually in January and shred originals

AACRAO Record Series Title: None

AACRAO Recommendation: None

Archives Service Center Record Series Title: None

Archives Service Center Record Series Recommendation: None

Grade Option Requests

Description: Grade option request forms generated by dean's offices, used for grade option

Storage Location: 1991-2013 microfilm offsite; 2014+ in Perceptive Content ("REG-Grade Option/Audit Request"); Registration 3 Rotary Cabinet Shelf 1

Retention: Hardcopy current term + 1 term prior to March 2020; permanent inactive storage from 1991 forward **Same as last year – no change**

Disposition: Scan weekly; shred originals after retention period

AACRAO Record Series Title: Credit/no credit, audit, or pass/no pass approvals

AACRAO Recommendation: Until administrative need satisfied

Archives Service Center Record Series Title: None

Archives Service Center Record Series Recommendation: None

Monitored/Appeals for Late Withdrawal

Description: Late withdrawal forms generated by dean's offices, originating school retains copy

Storage Location: 1987-2013 microfilm offsite; 2014+ in Perceptive Content ("REG-Withdrawal"); Registration 3 Rotary Cabinet

Retention: Hardcopy current term + 1 term prior to March 2020; permanent inactive storage from 1987 forward **Same as last year – no change**

Disposition: Scan weekly; shred originals after retention period

AACRAO Record Series Title: Enrollment changes

AACRAO Recommendation: Until administrative need satisfied

Archives Service Center Record Series Title: None

Archives Service Center Record Series Recommendation: None

Name Change Authorizations and Citizenship Documents

Description: Name Change Authorizations: Photocopy of legal document submitted by student for name change, including birth certificates, marriage licenses or certificates, divorce decrees, passports, or court-authorized name changes

Citizenship Documents: U.S.-issued birth certificate, U.S. passport issued by the Department of State, Certificate of Citizenship, Permanent Resident Card (green card), or Naturalization Certificate

Storage Location: 1986-2012 microfilm offsite; 2013+ in Perceptive Content ("REG-Name Changes"); Registration 3 Rotary Cabinet Shelf 6

Retention: Hardcopy current term + 1 term prior to March 2020; permanent inactive storage from 1986 forward **Same as last year – no change**

Disposition: Scan weekly; shred originals after retention period

AACRAO Record Series Title: Name change authorizations

AACRAO Recommendation: Until administrative need satisfied

Archives Service Center Record Series Title: None

Archives Service Center Record Series Recommendation: None

Non-Disclosure of Directory Information

Description: Student request to opt-out of directory information disclosure (FERPA compliance)

Storage Location: 2002-2012 microfilm offsite; 2014+ in Perceptive Content ("REG-FERPA Form" - changed from "REG-Non-Disclosure Waiver"); Registration 2 rotary cabinet

Retention: 1 year active from receipt prior to March 2020; permanent inactive storage from 2002 forward **Same as last year – no change**

Disposition: Scan annually in January and shred originals

AACRAO Record Series Title: Requests for nondisclosure of directory information

AACRAO Recommendation: Permanent or until terminated by the student

Archives Service Center Record Series Title: None

Archives Service Center Record Series Recommendation: None

SSN Change Documentation

Description: Photocopy of social security card

Storage Location: 1983-2012 microfilm offsite; electronic copies are stored in Perceptive Content

Retention: 3 months after use

Disposition: Shred; Route electronic copies to be automatically deleted from Perceptive Content after retention period

AACRAO Record Series Title: Personal data information forms

AACRAO Recommendation: Until administrative need satisfied

Archives Service Center Record Series Title: None

Archives Service Center Record Series Recommendation: None

Waiver to Release Academic Info to Parents (RGRs)

Description: Student signed (electronic or paper) authorization for disclosure of education record to parents or legal guardians

Storage Location: 2012+ in Perceptive Content ("REG-RGR"); Registration 3 Rotary Cabinet Shelf 3

Retention: Hardcopy current term + 1 term prior to March 2020; permanent inactive storage from 2012 forward **Same as last year – no change**

Disposition: Scan weekly; shred originals after retention period

AACRAO Record Series Title: Written consent for records disclosure

AACRAO Recommendation: Permanent or 180 days for 1-time disclosure

Archives Service Center Record Series Title: None

Archives Service Center Record Series Recommendation: None

W9-S Forms

Description: Tax form W-9S completed by students to add their social security number to their student record to link their financial information

Storage Location: Registration Cabinets

Retention: 4 years

Disposition: Shred after retention period

AACRAO Record Series Title: None

AACRAO Recommendation: None

Archives Service Center Record Series Title: None

Archives Service Center Record Series Recommendation: None

H. Student Record Electronic Data

Data Change Logs

Description: Electronic log of changes to enrollment and other data, including date/time stamped information and user that changed data if that data is maintained separately in system

Storage Location: Pitt Digital

Retention: Held by Pitt Digital; retained permanently in PeopleSoft (2005-present) **Same as last year – no change**

Disposition: Held by Pitt Digital

AACRAO Record Series Title: Data change logs

AACRAO Recommendation: 10 years

Archives Service Center Record Series Title: None

Archives Service Center Record Series Recommendation: None

Email Data/Information

Description: Emails and other electronic communications that authorize academic/enrollment actions and/or provide directory/non-directory information about a student

Storage Location: Pitt Digital

Retention: Held by Pitt Digital Same as last year – no change

Disposition: Held by Pitt Digital

AACRAO Record Series Title: Email data/information

AACRAO Recommendation: Until administrative need satisfied; based on content of e-communication

Archives Service Center Record Series Title: None

Archives Service Center Record Series Recommendation: None

Enrollment Data

Description: Electronic record of enrollment in classes, including records of drop, add, and enrollment change activity

Storage Location: Pitt Digital

Retention: Held by Pitt Digital; retained permanently in PeopleSoft (2005-present) Same as last year – no change

Disposition: Held by Pitt Digital

AACRAO Record Series Title: Enrollment data

AACRAO Recommendation: 10 years or until the records retention requirement for the associated student record component is met (whichever is longer)

Archives Service Center Record Series Title: None

Archives Service Center Record Series Recommendation: None

Grade Data

Description: Electronic record of submitted grades and grade changes, including date/time stamps and user data

Storage Location: Pitt Digital

Retention: Held by Pitt Digital; retained permanently in PeopleSoft (2005-present) Same as last year – no change

Disposition: Held by Pitt Digital

AACRAO Record Series Title: Grade data

AACRAO Recommendation: Permanent

Archives Service Center Record Series Title: None

Archives Service Center Record Series Recommendation: None

Student Demographic Information

Description: Student data including date of birth, former names, address information, student ID, ethnic information, etc

Storage Location: Pitt Digital

Retention: Held by Pitt Digital; retained permanently in PeopleSoft (2005-present) Same as last year – no change

Disposition: Held by Pitt Digital

AACRAO Record Series Title: Student demographic information

AACRAO Recommendation: 50 years

Archives Service Center Record Series Title: None

Archives Service Center Record Series Recommendation: None

I. Transcripts and Certification

Student Organization Certification Documents

Description: Certifications for sports, homecoming, fraternities and sororities, and academic organizations

Storage Location: Overhead cabinet by microfiche scanner G-3

Retention: 2 years inactive, 1 year active

Disposition: Shred

AACRAO Record Series Title: None

AACRAO Recommendation: None

Archives Service Center Record Series Title: Student Groups

Archives Service Center Record Series Recommendation: 3 years

T&C Email

Description: Email correspondence from T&C

Storage Location: Digital records stored permanently and maintained in Outlook by Pitt Digital

Retention: 1 year inactive; permanent inactive storage

Disposition: Shred

AACRAO Record Series Title: Email data/information

AACRAO Recommendation: Until administrative need satisfied based on content of e-communication

Archives Service Center Record Series Title: Student Records - Correspondence

Archives Service Center Record Series Recommendation: 3 years

Counter Audit

Description: Daily log of front counter activity including requests from students for official transcripts; lists of signatures from students requesting unofficial transcripts and academic records; copies of enrollment verifications requested by students; copies of government signed releases (completed online with the DOD starting in 2020); notes from students authorizing one-time third party receipt of their records; and copies of documents requesting signatures and/or the University seal

Storage Location: Rotary cabinet outside Transcript Supervisor's office

Retention: 1 year active, 2 years inactive storage

Disposition: Shred

AACRAO Record Series Title: None

AACRAO Recommendation: None

Archives Service Center Record Series Title: None

Archives Service Center Record Series Recommendation: None

Enrollment Verifications/Student Certifications

Description: Third party requests for dates of enrollment, student status, graduation dates, degrees, majors and/or anticipated dates of graduation. Parties include employers, governments, and universities

regarding jobs, scholarships, international matters, deferments, and insurance forms. Signed by appropriate dean and affixed with the University's seal for licensure

Storage Location: 1 year active - Transcripts rotary cabinet #2, 2 years inactive - rotary cabinet outside Transcript Supervisor's Office

Retention: 1 year active, 2 years inactive storage

Disposition: Shred

AACRAO Record Series Title: Enrollment verifications

AACRAO Recommendation: Until administrative need satisfied

Archives Service Center Record Series Title: None

Archives Service Center Record Series Recommendation: None

Forgery/Subpoena File

Description: Fraudulent academic records submitted to the University or third-parties and the legal records documenting action taken

Storage Location: 1945-2006 microfilm offsite; 2014y+ in Perceptive Content ("REG-Forgery" and "REG-Subpoena") (2014y format indicates date of process, not term requested for); Transcript Supervisor's Office

Retention: 1 year active from receipt, permanent inactive storage **Same as last year – no change**

Disposition: Scan in January and Shred

AACRAO Record Series Title: None

AACRAO Recommendation: None

Archives Service Center Record Series Title: None

Archives Service Center Record Series Recommendation: None

National Student Clearinghouse Verifications

Description: Copies of requests received daily through the NSC for enrollment and degree verifications along with internal paperwork from the research done by registrar staff to provide the information

Storage Location: Transcripts 6 rotary cabinet

Retention: 2 months active, 2 years inactive storage **Same as last year – no change**

Disposition: Shred

AACRAO Record Series Title: Enrollment verifications

AACRAO Recommendation: Until administrative need satisfied

Archives Service Center Record Series Title: None

Archives Service Center Record Series Recommendation: None

Transcript Requests

Description: Requests for copies of student transcripts, including third party requests and student requests via fax or mail and online requests (through Parchment). Refer to the counter audit records for in-person requests; refer to T&C email records and OneDrive for internal requests from March 2020+

Storage Location: Transcripts 2 rotary cabinet; Digital records stored in Parchment; Internal requests received and stored in T&C email and OneDrive from March 2020+

Retention: 1 year active, 2 years inactive storage; permanent inactive storage within Parchment **Same as last year – no change**

Disposition: Shred

AACRAO Record Series Title: Transcript requests

AACRAO Recommendation: Until administrative need satisfied

Archives Service Center Record Series Title: None

Archives Service Center Record Series Recommendation: None

Transcripts

Description: Formal student academic record of their matriculation at the University of Pittsburgh

Storage Location: Records from 1960's through 1990's: in Perceptive Content (Titan Cloud)

All Microfiche hard copy for Pittsburgh and Johnstown campus stored offsite. Backup reels for Pittsburgh campus stored offsite. Spring 1990-2005 (ISIS): in Perceptive Content as "ACRS_Transcripts", backup on CDs. 2005-present: generated through PeopleSoft; no hardcopies exist; Pitt Digital maintains data. **Updated to reflect completion of the microfiche digitization project**

Retention: Permanent **Same as last year – no change**

Disposition: None, permanently retained

AACRAO Record Series Title: Transcripts

AACRAO Recommendation: Permanent

Archives Service Center Record Series Title: Student Records - Transcripts

Archives Service Center Record Series Recommendation: Permanent

J. Miscellaneous

Affiliated Institutions Documents

Description: Correspondence, reports, and meeting minutes with affiliated institutions

Storage Location: Shared drive; emails/backups with Pitt Digital

Retention: 3 years **Same as last year – no change**

Disposition: Shred/Delete

AACRAO Record Series Title: None

AACRAO Recommendation: None

Archives Service Center Record Series Title: Groups and Organizations - Affiliated Institutions

Archives Service Center Record Series Recommendation: 3 years

Applications for Employment (Hired)

Description: Applications for employment from employees who were hired

Storage Location: Human Resources; Interviewers' Office Files

Retention: Held by Human Resources **Same as last year – no change**

Disposition: Held by Human Resources; Shred

AACRAO Record Series Title: None

AACRAO Recommendation: None

Archives Service Center Record Series Title: Human Resources - Applications - Hired

Archives Service Center Record Series Recommendation: 3 years after termination, resignation, or retirement

Applications for Employment (Not Hired)

Description: Applications for employment from applicants who were not hired

Storage Location: Human Resources; Interviewers' Office Files

Retention: Held by Human Resources **Same as last year – no change**

Disposition: Held by Human Resources; Shred

AACRAO Record Series Title: None

AACRAO Recommendation: None

Archives Service Center Record Series Title: Human Resources - Applications - Not Hired

Archives Service Center Record Series Recommendation: 1 year

Committee Notes

Description: Agendas, minutes, and/or reports from committees that make decisions that impact academic or business actions of the University (e.g. planning and budget committees, representative decisions-making bodies, ad-hoc committees for implementation of new systems)

Storage Location: Shared drive; emails/backups with Pitt Digital

Retention: 3 years; review by Archives **Same as last year – no change**

Disposition: Shred/Delete or transfer to Archives

AACRAO Record Series Title: None

AACRAO Recommendation: None

Archives Service Center Record Series Title: General Administrative Records - Committees Agendas, Minutes, Reports

Archives Service Center Record Series Recommendation: 3 years; review by Archives

Continuous Quality/Process Improvement

Description: Includes flowcharts, reports, surveys, meeting minutes, and diagrams

Storage Location: Shared drive; emails/backups with Pitt Digital

Retention: 3 years; review by Archives **Same as last year – no change**

Disposition: Shred/Delete or transfer to Archives

AACRAO Record Series Title: None

AACRAO Recommendation: None

Archives Service Center Record Series Title: General Administrative Records - Continuous Quality/Process Improvement

Archives Service Center Record Series Recommendation: 3 years; review by Archives

Correspondence - General

Description: Policy and/or decision items between two persons or groups such as administrators, deans, or unit/department heads; operational transactions

Storage Location: Shared drive; emails/backups with Pitt Digital

Retention: 3 years; review by Archives for Interdepartmental-Originating Office or Internal Only **Same as last year – no change**

Disposition: Shred/Delete or transfer to Archives

AACRAO Record Series Title: None

AACRAO Recommendation: None

Archives Service Center Record Series Title: Correspondence

Archives Service Center Record Series Recommendation: 3 years; review by Archives for Interdepartmental - Originating Office or Internal only

Directives

Description: Internal and external directives

Storage Location: Shared drive; emails/backups with Pitt Digital

Retention: 0 after superseded; review by Archives for External only **Same as last year – no change**

Disposition: Shred/Delete or transfer to Archives

AACRAO Record Series Title: None

AACRAO Recommendation: None

Archives Service Center Record Series Title: General Administrative Records - Directives

Archives Service Center Record Series Recommendation: 0 after superseded; 1 copy to Archives for External only

Fiscal Year Cognos Reports

Description: Financial level reports used to reconcile budgets/expenditures

Storage Location: Business Manager's Office

Retention: 5 years **New to schedule this year**

Disposition: Shred/Delete

AACRAO Record Series Title: None

AACRAO Recommendation: None

Archives Service Center Record Series Title: None

Archives Service Center Record Series Recommendation: None

Hardware and Software Records (Information Resources Records)

Description: Includes equipment and manuals

Storage Location: Thackeray Hall

Retention: 0 after superseded or obsolete **Same as last year – no change**

Disposition: consult IR group

AACRAO Record Series Title: None

AACRAO Recommendation: None

Archives Service Center Record Series Title: Office/Workstation Computers

Archives Service Center Record Series Recommendation: 0 after superseded or obsolete

History File

Description: Items that serve as a record of the department's history and any major changes. For any records prior to 1970, contact University Archivist before disposition.

Storage Location: Shared drive or G-3 Rotary Cabinets

Retention: 5 years; review by Archives **Same as last year – no change**

Disposition: Shred/Delete or transfer to Archives

AACRAO Record Series Title: None

AACRAO Recommendation: None

Archives Service Center Record Series Title: General Administrative Records - History

Archives Service Center Record Series Recommendation: 5 years; review by Archives

Interdepartmental Charges

Description: Transactions that involve other departments or responsibility centers at the University

Storage Location: Business Manager's Office

Retention: 5 years **New to schedule this year**

Disposition: Shred/Delete

AACRAO Record Series Title: None

AACRAO Recommendation: None

Archives Service Center Record Series Title: Financial Records Services Schedule - Financial Records Services - Journal Entries (NSCT, NSCTR, IDC, JE, Cash Reports)

Archives Service Center Record Series Recommendation: 1 fiscal year Department Retention; 7 fiscal years Financial Records Services Department

Memos

Description: Memos that accompany official documents

Storage Location: Shared drive; emails/backups with Pitt Digital

Retention: 1 year **Same as last year – no change**

Disposition: Shred/Delete

AACRAO Record Series Title: None

AACRAO Recommendation: None

Archives Service Center Record Series Title: General Administrative Records - Memoranda of Transmittal

Archives Service Center Record Series Recommendation: 6 months

Office Personnel Files (Employment Records)

Description: Staff employment records, final copy retained in Office of Human Resources

Storage Location: Supervisors' Files; Human Resources

Retention: Held by Human Resources; 7 years after termination, resignation, or retirement **Updated retention period to reflect current practices and needs – previous retention period was 6 years**

Disposition: Held by Human Resources; Shred

AACRAO Record Series Title: None

AACRAO Recommendation: None

Archives Service Center Record Series Title: Human Resources - Employment Record - Staff

Archives Service Center Record Series Recommendation: 6 years after termination, resignation, or retirement

Organizational Charts

Description: Organizational charts and function records

Storage Location: Shared drive

Retention: 3 years after superseded; review by Archives **Same as last year – no change**

Disposition: Shred/Delete

AACRAO Record Series Title: None

AACRAO Recommendation: None

Archives Service Center Record Series Title: General Administrative Records - Organizational Charts and Function Records

Archives Service Center Record Series Recommendation: 3 years after superseded; review by Archives

Policies and Procedures

Description: Documentation of existing internal policies and procedures and any new amendments

Storage Location: Shared drive

Retention: 1 year after superseded; review by Archives **Same as last year – no change**

Disposition: Shred/Delete

AACRAO Record Series Title: None

AACRAO Recommendation: None

Archives Service Center Record Series Title: General Administrative Records - Policies and Procedures - Internal

Archives Service Center Record Series Recommendation: 1 year after superseded; review by Archives

Professional Organizations Documents

Description: Correspondence, reports, and meeting minutes with professional organizations

Storage Location: Shared drive; emails/backups with Pitt Digital

Retention: 3 years Same as last year – no change

Disposition: Shred

AACRAO Record Series Title: None

AACRAO Recommendation: None

Archives Service Center Record Series Title: Groups and Organizations - Professional Organizations

Archives Service Center Record Series Recommendation: 3 years

Purchasing Documents

Description: Documentation of department purchases

Storage Location: Business Manager's Office

Retention: 5 years New to schedule this year

Disposition: Shred

AACRAO Record Series Title: None

AACRAO Recommendation: None

Archives Service Center Record Series Title: Financial Records Services Schedule - Purchasing - Purchase Orders

Archives Service Center Record Series Recommendation: 1 fiscal year Department Retention; 7 fiscal years Purchasing Department

Travel Records

Description: Travel itineraries, expense forms, and reservations and confirmations

Storage Location: Business Manager's Office; Shared drive

Retention: Current year + 1 year Same as last year – no change

Disposition: Shred

AACRAO Record Series Title: None

AACRAO Recommendation: None

Archives Service Center Record Series Title: General Administrative Records - Travel (Itineraries, Expense Forms, Reservations/Confirmations)

Archives Service Center Record Series Recommendation: Current year plus 1 year

Tuition Reimbursement Claims

Description: Claims for dependent child tuition scholarship benefit from eligible employees

Storage Location: Human Resources

Retention: Held by Human Resources Same as last year – no change

Disposition: Held by Human Resources

AACRAO Record Series Title: None

AACRAO Recommendation: None

Archives Service Center Record Series Title: Human Resources - Claims for Dependent Child Tuition Scholarship Benefit

Archives Service Center Record Series Recommendation: 6 years after last activity

Website Analytics Data

Description: Data collected through Google Analytics for our catalog and registrar website

Storage Location: Within Google Analytics accounts. Catalog's account users are the Senior Associate University Registrar and the Catalog Managers; Registrar Website account users are the Senior Associate University Registrar and the Digital Content Management Team

Retention: Permanent; Subject to yearly review Same as last year – no change

Disposition: None

AACRAO Record Series Title: None

AACRAO Recommendation: None

Archives Service Center Record Series Title: None

Archives Service Center Record Series Recommendation: None

EU's General Data Protection Regulation Recommendation: The shortest time possible

Appendix A

CSSD Recovery Policies

Electronic Records Management at the University of Pittsburgh

March 2014

The following questionnaire, created by Alex J. Toner in March 2014, was answered by staff at CSSD to the best of their ability. Those answers are in *italics*.

Introduction

I'm creating a comprehensive report of the registrar's office student record and information management policies. My impetus stems from an overall review of our records retention and disposition policies, the initiation of our digital imaging project, and questions over how we're going to permanently retain our vital records from here on out. So, with that being said, I'd like to have on record as many detailed answers to the following questions as I can. I have examined the NOC's and Data Warehouse website. Also, if you could correct me on any terminology or proper departments, I'd appreciate it.

One of the main concepts I'm interested in is the how accessibility of transcripts created in People Soft today will work 20, 30, 40, 70 years from now? Right now if we get a transcript request from the 1960s or 1970s, we access microfilm. If in 2030, 2040, 2050 a student wants a transcript from today, how will that be accessed?

Terms

CSSD = Computing Services and Systems Development

NOC = Networks Operations Center

Date Warehouse = Provides secure Web or application-based access to authorized University users and serves as the authoritative data source for University reporting. The warehouse combines data from various University systems into one interface, and facilities CDS, PRISM, PeopleSoft, Image Now, etc...

Questions:

- Where are the servers that house our information located?

NOC at RIDC Park in Blawknnox, Pa. This is where the enterprise systems for the University are maintained, linked through a land-based fiber optics path.

- What are University/CSSD's digital back-up policies for the data contained in People Soft and Image Now? *University enterprise systems are facilitated via the University data warehouse at the NOC. Disaster recovery back-ups of the university enterprise systems are created and transferred to magnetic tapes and maintained off-site for 30 days. These discs are created in Posvar Hall in near real time. Finally, tests are run every November to test the technical response capacity of recovery back-ups should the NOC be compromised and systems need restored.*

- Where does the University keep back-up tapes?

Disaster recovery center located in Posvar Hall, as well as congruently at Iron Mountain for 30 days on a rotating schedule.

- What media formats are back-ups created on? (I.e. back-up servers? Discs?)

Disc-to-disc backups are created almost in real time where the information resides prior to being migrated to magnetic tapes for 30 day recovery periods.

- Are these back-ups scheduled for retention for 25 years? 50 years? Forever?

No, back-up tapes are held for 30 days in Posvar Hall and at Iron Mountain, then rotated and destroyed.

- If our University servers were severely compromised, would we be able to restore registrar operations (transcripts, registration, accessing PS) in a reasonable time period?

Yes, if the NOC was compromised the enterprise system - albeit in a degraded form - could be restored reflecting, in PeopleSoft's case, all data entered and changes made up to and through the previous 30 days.

- Does CSSD have emulators that can reconstruct the data that is entered in PS and IN in the event that those platforms become compromised? For example, if we lose the database formatting PeopleSoft provides, could we extract and utilize raw transcript, student demo, and academic advising information? *PeopleSoft is the database, facilitates the relationship of information, and presents the interface. PeopleSoft does and is all these things. Technically, CSSD could recreate the data from back-ups, but without PeopleSoft you wouldn't have the metadata and schema necessary to put the pieces together in useable format.*

- Is data on People Soft ever purged? Is this done manually or is it automated? Does all the information entered into People Soft in 2005 still exist, in broad terms?

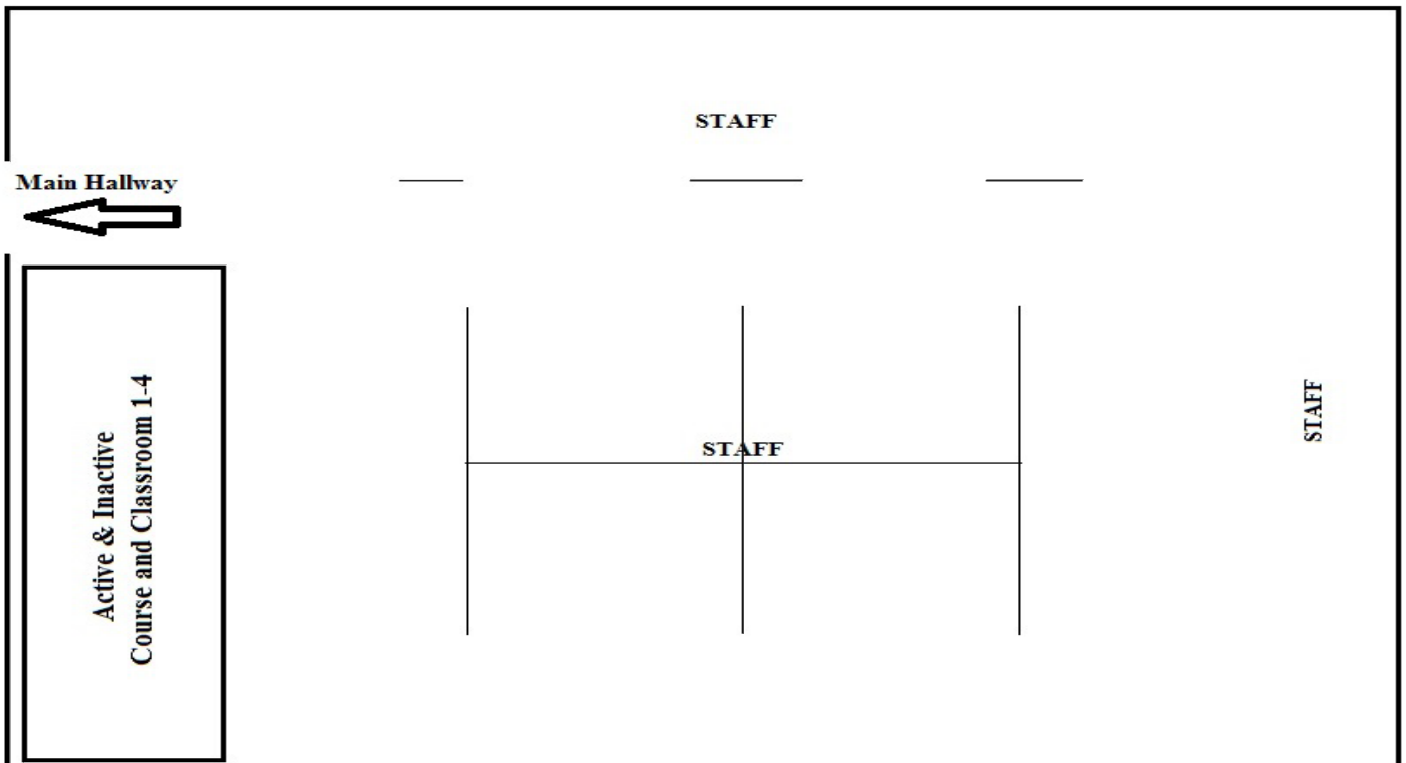
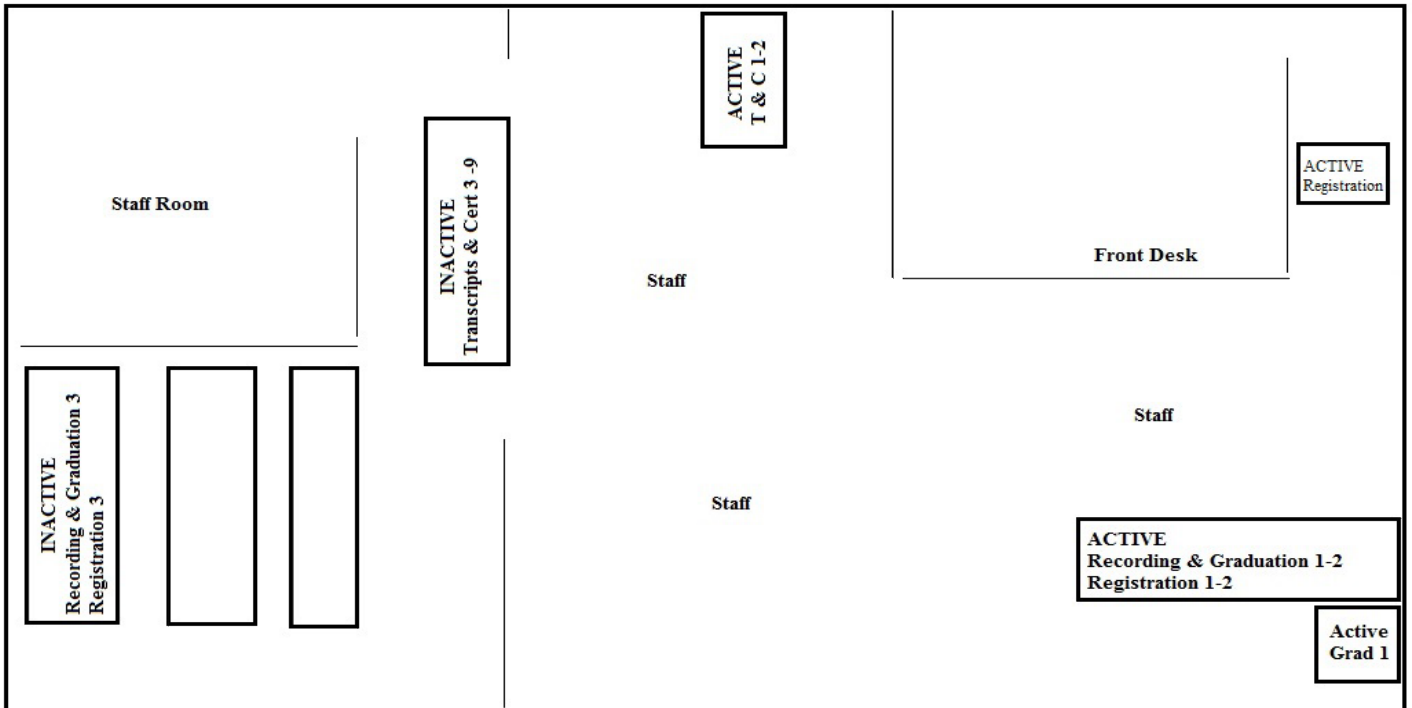
No, data has never been purged. There are no performance issues at this point, so space is unlimited.

- Are there contingency plans in place in the event the university has to migrate to another student information system? i.e. ISIS, to People Soft, to... ? Will we have to extract information, place it on discs to store on some other platform?

No, this won't be considered until the next enterprise SIS comes along to replace PeopleSoft. It will then be necessary to invest in a comprehensive migration analysis to preserve the schema, metadata, and other electronic information necessary to recreate and access vital student academic information maintained in PeopleSoft and any other enterprise software the OUR has used since 2005.

Appendix B

G-3 / G-2



Appendix C

Office of the University Registrar Perceptive Content Document Types

Update: July 2026

- ACRS_Transcripts
- Coding Books
- REG-Academic Calendar
- REG-Academic Structure
- REG-CEC Form
- REG-Course Catalog Update
- REG-Course Descriptions
- REG-Course Enrollment Limit Exception
- REG-Course Repeat
- REG-Course Section Update
- REG-Death Notices
- REG-FERPA Form
- REG-FERPA Requests
- REG-Final Graduation Lists
- REG-Financial Fiche
- REG-Forgery
- REG-Grade Change Request
- REG-Grade Option/Audit Request
- REG-Graduation Retroactive Adjustments
- REG-Law Transcript
- REG-Microfiche
- REG-Multi-Name
- REG-Name Changes
- REG-Non Disclosure Waiver
- REG-PCHE/Supplemental
- REG-Prior Term Adjustment
- REG-RGR
- REG-Subpoena
- REG-Supporting Documents
- REG-Withdrawal