Student Conduct

Record Retention Policy

Northern Arizona University

Purpose

To provide procedures for the maintenance and the removal of student disciplinary records.

The NAU Interim Student Disciplinary Procedures state the following:

Section 5-404, Disciplinary Files and Records:

B. Student Disciplinary Records

Disciplinary records will be maintained in accordance with each university’s retention policies. Disciplinary records may be retained for a longer period, or permanently, if so specified in the sanctions applied.

Policy

- Student disciplinary records for students who have been expelled and/or suspended shall be retained permanently.
- All other student disciplinary records shall be maintained for a period of at least seven years from the time the last sanction was imposed, unless otherwise provided for in this policy.

In accordance with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, statistical information and required supporting documentation will be maintained both electronically and in hard copy for seven years from the date of the annual report in which the information was used.

Student conduct records may be retained for a longer period, or permanently, if so specified in the sanctions. Records pertaining to on-going or pending audits, lawsuits (or even reasonably anticipated lawsuits), or public disclosure proceedings will not be destroyed, damaged, or altered until the issue is resolved.

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