



## **AVIC RECORD RETENTION POLICY**

### **Fall 2019**

#### **I. BACKGROUND**

The purpose of this policy is to ensure that all students enrolled in AVIC member institutions have access to their academic records in the event that any member institution should close.

The preferred course of action is that another AVIC member institution takes on academic record management for a closing member. In cases where this is not possible, AVIC acknowledges that a third party vendor experienced in academic record management may need to perform this function. If the closing institution needs to secure a vendor but is unable to do so, then decisions regarding the vendor and management of associated costs will be made by AVIC.

AVIC members who agree to take on academic record management (receiving institution) for a closing institution will need only accept academic records going back 50 years. The receiving institution is under no obligation to translate narrative evaluations into grades. All other records should be destroyed by the closing institution in accordance with best practices or transferred to a willing custodian.

#### **II. SCOPE**

AVIC policy on recordkeeping shall refer only to academic records. Academic records are defined to include class titles, date taken, course syllabi, course catalogues, and official transcripts of grades. Academic records should be in scanned PDF files.

As some institutions use narrative or other non-transcript formats, these materials must be scanned and labeled using the AVIC naming conventions listed below before being sent to a receiving institution or vendor.

A closing institution must also develop a written plan for transferring any relevant letterheads, keys, passwords, or other unique institutional information needed to access records and generate official copies.

To minimize the costs of this work, it was suggested that work-study students be engaged as appropriate.

### III. NAMING CONVENTIONS

The following naming conventions were collectively developed to provide consistency.

1. Last Name
2. First Name
3. Middle Initial
4. Date of Birth (8-digit format)
5. Student ID
6. Last (4) digits of SSN
7. Credential (if applicable) Attained plus last Year
8. Institution(s) Attended
9. Record index locator

To facilitate sorting and locating a student in a list of documents, start the document name with the student's last name in capital letters, followed by the first name in upper and lower case. Full, official names should be used, not nicknames.

The Abridged School Name should be used in place of the full institutional name in accordance with the chart below.

<b>School Name</b>	<b>School Name Abridged</b>
Bennington College	Bennington
Champlain College	Champlain
College of Saint Joseph	CSJ
Goddard College	Goddard
Landmark College	Landmark
Marlboro College	Marlboro
Middlebury College	Middlebury
Norwich University	Norwich
Saint Michael's College	Saint Michael
School for International Training Graduate Institute/Study Abroad	SIT
Southern Vermont College	Southern VT

Sterling College	Sterling
Vermont College of Fine Arts	VCFA
Vermont Law School	VLS

Some students may not have graduated; some may have multiple credentials, even from the same school. In that case, a record should indicate the following:

A – Attended plus last year of attendance (A1997)

GA – graduated Associate plus year (GA1999)

GB – graduated Bachelor plus year (GB2001)

GM – graduated Master plus year (GM2003)

GD – graduated Doctor plus year (GD2007)

GC – graduated Certificate plus year (GC2009)

To ensure clarity and consistency, we ask that institutions underscore to separate individual entries. Use of backslashes in naming conventions should be replaced with underscores to avoid issues around file nomenclature.

Here is a sample template - followed by three fictitious student entries - incorporating the above guidance.

LAST NAME; underscore; first name; underscore; middle initial (if known); underscore; date of birth formatted MM\_DD\_YYYY; underscore; institutional student ID number; underscore; last four digits of SSN; underscore; credential attained and graduation or last attendance year; underscore; school identifier

SMITH\_John\_P\_06\_29\_1983\_094276\_2942\_A2004\_SIT

DUBOIS\_Marie\_B\_11\_16\_1996\_08154\_3875\_GB2014\_NECI  
MCGRATH\_Peter\_S\_07\_04\_1980\_26652\_5798\_GD1996\_Middlebury

In cases where students earned multiple degrees from the same institution, other options are available. One is to have a single index entry for each degree to allow for different configurations of transcripts as necessary. For example, if Marie DuBois earned a BA and then went on to earn a Masters at Norwich, there might be two entries, one for each degree:

DUBOIS\_Marie\_B\_11\_16\_1996\_08154\_3875\_GB2002\_Norwich  
DUBOIS\_Marie\_B\_11\_16\_1996\_08154\_3875\_GM2014\_Norwich

Providing one transcript per student, regardless of credential earned, is also an option if that better aligns with an institution's current practice and software.