

Services to Students with Disabilities (SSD) Records Retention Policy

Summary

Columbus State University Center for Accommodation and Access retains records of students with disabilities for 5 years.

Purpose

This document explains the retention limits of records of students with disabilities in the Center for Accommodation and Access.

Policy

Columbus State University Center for Accommodation and Access retains records of students with disabilities for 5 years. Records may include but are not limited to: health professional evaluation reports; recommendations for student applicants; high school transcripts and academic work-sheets; autobiographical essays; copies of applications for admission; copies of notices of admission; special admissions applications checklists; questionnaires; and physicians' statements and letters of recommendation.

Related USG Policy

4.1.5 Students with Disabilities, USG Records Retention Schedules 0472-06-030

Last Update

5/25/17

Responsible Authority

Director of the Center for Accommodation and Access