

Universities of Wisconsin Academic Advising Record Schedules

Schedule Number	Schedule Title	Description	Retention Event (EVT)	Retention Time Period	Disposition	PII	Confidential	Sunset Date	Superseded
W0000329	Academic Advising Records	<p>This series contains records created to document and support comprehensive and planned guidance for matriculated undergraduate and graduate students as well as for certificate and licensure programs.</p> <p>These records may contain, but are not limited to, advising notes, curriculum and degree planning materials, reports and summaries, and correspondence. Graduate advising records may also include graduate admission test results, certificates of admission, letters of recommendation and research proposal forms.</p> <p>This series also includes records created to document comprehensive and planned guidance for students pursuing professional licensure or certification in areas including, but not limited to, education, social work, nursing, and counseling. Records may additionally include background checks, agreements, references, practicum and/or clinical reports and documents.</p> <p>Records may be confidential under 20 U.S.C. § 1232g; 34 CFR Part 99 (FERPA)</p>	Date of Last Enrollment	EVT + 8 years	Destroy Confidential	Yes	Yes	June 2034	UWADV001 - Academic Advising Records - Undergraduate UWADV002 - Academic Advising Records - Graduate UWADV003 - Academic Advising Records - Certificate, License Professional
W0000330	Academic Advising Records - Admitted Students - Did Not Attend	<p>This series pertains to advising records for students who express interest, but never attended the university. Records include, but are not limited to, recruitment and advising notes, transcripts, applications, and correspondence.</p> <p>This records series does not include the informal and isolated communications of faculty and staff who do not provide regular advising services. This series does not apply to students considered "prospective" as those records are covered under other schedules.</p> <p>Records may be confidential under 20 U.S.C. § 1232g; 34 CFR Part 99 (FERPA)</p>	Date of First Contact	EVT + 2 years	Destroy Confidential	Yes	Yes	June 2034	UWADV004 - Academic Advising Records - Prospective Student