

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Records Retention and Archiving Policy	Effective Date	14/06/2026
	Category	Registration	Last Review date	
	Policy Number	REG-003	Next Review date	14/06/2029
	Responsible Entity	Executive Director of Registration	Approved By	President

Overview

This policy establishes AIU's framework for the systematic archiving, storage, and retention of academic records managed by the Registration Office, ensuring records are managed efficiently, retained for appropriate periods, and disposed of securely when no longer needed, consistent with applicable legal, regulatory, institutional, and accreditation requirements.

Scope

This policy applies to all members of the AIU community and covers academic records related to students, physical or electronic, created, received, and maintained by the Registration Office, including transcripts, enrollment records, degree audit reports, and graduation documents.

Purpose

The purposes of this policy are to:

- Ensure compliance with legal and regulatory requirements
- Promote efficient management, organization, and retrieval of student academic records
- Protect sensitive and confidential student information from unauthorized access
- Preserve the historical and operational integrity of AIU's academic records
- Facilitate the timely and secure disposal of records no longer needed

Policy

AIU systematically archives all student academic records managed by the Registration Office in accordance with the retention schedule at Article 1 below. Records, physical or electronic, are stored securely to prevent unauthorized access or damage. AIU protects sensitive and confidential student information through appropriate archiving and retention practices, preserves records of historical, operational, or legal significance, and facilitates secure disposal once retention periods expire.

Article 1: Records Retention Schedule

The following schedule establishes the retention period for records maintained by the Registration Office. "IA" (Inactive due to graduation or termination) denotes that the retention period is measured from the date a student's record becomes inactive.

Record Series	Description	Retention Period
Academic probation/dismissal notice	Notice of academic action related to performance or deficiency	5 years IA
Disciplinary action records	Notice of sanctions related to conduct	5 years IA (see also STU-001 Article 10)
Academic records (miscellaneous)	Narrative evaluations, competency assessments	Permanent
Student correspondence	Related to academic records and inquiries	5 years IA

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Records Retention and Archiving Policy	Effective Date	14/06/2026
	Category	Registration	Last Review date	
	Policy Number	REG-003	Next Review date	14/06/2029
	Responsible Entity	Executive Director of Registration	Approved By	President

Grievance / complaint / undertaking	Course or exam-related issues raised by a student	5 years IA
Leave of absence / study postponement / semester withdrawal	—	5 years IA
Major change requests	Requests to change major or declare a minor	5 years IA
Academic petitions	Exceptions to academic rules	5 years IA
Transcripts	Permanent academic record	Permanent
Study Plans	Required courses and pathways for degree completion	Permanent
Enrollment / graduation / GPA verification requests	Requests for verification	5 years IA
Transcript requests	Official transcript requests by a student	5 years IA
Transfer credit evaluations	Transcripts, verifications, and correspondence for evaluation	Permanent
Degree applications	Degree application and credential record	5 years IA
Graduation lists	Lists of graduates by graduation cohort	Permanent
Diplomas, certificates, and transcripts (signed copies)	Copy after official signature and seal	Permanent
Passport and Civil ID copies	Copies submitted at admission and graduation	Permanent
Other personal records	Family records, residency documents, birth certificates, prior qualifications, proficiency tests	Permanent
Grade change forms	Record of authorization to change a grade	Permanent
Grade submission sheets/data	Original record of grades submitted at term end	Permanent
Placement test scores	Results used to assess proficiency	Permanent
Personal data change / court decisions	Change of name, nationality, or other personal data per adjudication	Permanent

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Records Retention and Archiving Policy	Effective Date	14/06/2026
	Category	Registration	Last Review date	
	Policy Number	REG-003	Next Review date	14/06/2029
	Responsible Entity	Executive Director of Registration	Approved By	President

Student ID card requests	Requests for AIU ID cards	5 years IA
Class schedules and class lists	Electronic student schedules and rosters per term	Permanent
Hold authorizations	Registration and transcript holds	Permanent
Withdrawal / cancellation of enrollment records	Record of request to withdraw from all classes	Permanent
Data change logs	Electronic log of changes to enrollment and other data, with timestamp and user	Permanent
Email data/information	Communications authorizing academic/enrollment actions or providing student information	5 years IA
Enrollment/registration data	Record of enrollment, drop/add, and enrollment change activity	Permanent
Grade data	Electronic record of submitted grades and grade changes, with timestamp and user	Permanent
Student demographic information	Name, date and place of birth, former names, nationality, address, photo ID	Permanent
Student academic requests and transactions	Transfer, change of major, apply for graduation, incomplete requests, final exam review, and similar self-service requests	5 years IA
Degree statistics	Record of degrees granted per term and/or annually	Permanent
Enrollment statistics	Per-term report of enrolled students by class, course, headcount	Permanent
Grade distribution statistics	Report of grades given, including summary statistics by class	Permanent
Registration annual reports and strategic plans	Periodic reports	Permanent
Institutional decisions related to academic policy	Formal decisions and policies set by the institution on academic matters	Permanent

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Records Retention and Archiving Policy	Effective Date	14/06/2026
	Category	Registration	Last Review date	
	Policy Number	REG-003	Next Review date	14/06/2029
	Responsible Entity	Executive Director of Registration	Approved By	President

Article 2: Record Management and Security

The Registration Office, in collaboration with Information Technology, regularly reviews and updates the retention schedule to ensure it meets current legal, regulatory, and operational requirements, and coordinates on-site and off-site backups for permanent student records. Records are stored in secure locations with access limited to authorized personnel; electronic records are stored on secure servers with encryption and backup measures. Records that have met their retention period are securely disposed of, by shredding, secure deletion, or another approved method.

Article 3: Training and Compliance

All University personnel responsible for document management receive training on this policy. Compliance is monitored and enforced by the Registration Office. In an emergency, access to archived documents is managed according to AIU's emergency procedures to ensure continuity of operations.

Responsibilities

The Registration Office manages and maintains the retention schedule and is the custodian of registrar records. Information Technology provides and maintains the electronic archiving and backup systems.

Exceptions

Exceptions to this policy are approved by the Executive Director of Registration. An exception of substantial impact, such as an early disposal request affecting a cohort or a category of record, requires escalation with the VPSA and approval by the President.

Related Policies

- REG-001 Academic Records Policy
- EMA-011 Admissions Record Management and Retention Policy
- ADM-002 Privacy and Personal Data Protection Policy

President Signature	Signature: _____ Date: _____
----------------------------	------------------------------