

Records Management Best Practices: Admissions

The following best practices were developed in consultation with the Fredonia Office of Admissions.

The Office of Admissions is the official record custodian for the list of records below related to Fredonia Admissions records. Any convenience copies of these records located in other University offices should be properly secured while held and properly destroyed when they no longer serve a legal, operational, or historic value.

Records subject to these standards include the following:

- Acceptance letters
- Application for admission or readmission
- Relevant admissions related correspondence
- Entrance exam reports/test scores
- Letters of recommendation
- Placement tests records/scores
- Transcripts (high school or other colleges)
- Contact and demographic data on prospective students who do not enroll
- Annual reports - statistical reports concerning admissions activities, enrollment statistics, etc.
- Recruitment materials - brochures, catalogues, etc. dealing with admissions, programs, and scholarships
- Recruitment records, including but not limited to plans and strategies, lists of potential students
- Records of socio-ethnic composition of student body
- Records of college planning workshops and visits by parents and prospective students
- Relevant statistics, exclusive of records of individual prospective students
- Records relating to individual prospective students who do not apply for admission

Note: The Office of Admissions retains their records for the statutorily mandated period of time. A department may request a copy of a supporting document, provided it is a public record, by calling Admissions at (716) 673-3251.