

Registrar Records

Description	Examples	Notes	Due at Archives
Graduation Rosters		Collected and maintained in paper with Faculty Minutes and Attachments	Archives will print from distributed Faculty meeting records
College Publications	Academic Bulletin	Paper copy will be maintained as long as it is made available to archives.	Archives will download pdf from web site and upload to Dspace
College Publications	Advising Handbook		Archives will download pdf from web site and upload to Dspace
Permanent and Scheduled Student Records	Transcripts, graduation reports, degree audits, athletic eligibility etc.	Some Digital. Paper and microfilm Records Maintained in Registrar's Office per internal departmental Records Retention Schedule.	maintained elsewhere – see notes
Minutes of Faculty Standing Committees	Academic Standards and Awards Committee; Curriculum Committee	Please deliver your approved committee minutes and attachments to the Archives in digital format (Pdf preferred) in a timely manner using this form .	Submit after committee approval. See notes.