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<td>Veterans Administration Certification</td>
<td>AC+3</td>
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<td>Assistant Director of Admissions</td>
</tr>
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**STUDENT RECORDS**
Section 6.3 – Certification
Data/Documents

- **06.300.10 Class Rolls – Certification**
  - Retention Period: FE+5
  - Archival Code: AC+1
  - Remarks: Registrar

- **06.302.10 Enrollment Verifications**
  - Retention Period: AC+1
  - Archival Code: AC=Verification
  - Remarks: Registrar

- **06.303.10 Financial Aid Program Records**
  - Retention Period: AC+5
  - Archival Code: AC=Graduation or date of last attendance or repayment of loan
  - Remarks: Assistant Provost for Financial Aid

- **06.304.10 Social Security Certifications**
  - Retention Period: AC+1
  - Archival Code: AC=Certification
  - Remarks: Assistant Director for Admissions

- **06.305.10 Teacher Certifications**
  - Retention Period: AC+1
  - Archival Code: AC=Certification
  - Remarks: Director of Teacher Certification

- **06.306.10 Veterans Administration Certification**
  - Retention Period: AC+3
  - Archival Code: AC=Graduation or date of last attendance
  - Remarks: Assistant Director of Admissions

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**Retention Codes**
- AC – After Closed, Terminated, Completed, Expired, Settled
- AV – Administrative Value
- CE – Calendar Year End
- FE – Fiscal Year End
- LA – Life of Asset
- MO – Months
- PM – Permanent
- US – Until Superseded

**Archival Codes**
- A – Retain in Archives
- R – Review by Archivist

**SLR 105**
Rev. 06/05