
OFFICE OF THE REGISTRAR SERVICE FEES

Description: These records relate to fees charged for services offered by the Office of the Registrar. The records include documents related to the payment, or proof of payment, of fees associated with services offered, or coordinated by the Office of the Registrar, including but not limited to challenge for credit, examination re-reads, transcripts, and applications for admission/readmission.

Filing Guidelines: Destroy request forms once entered in the Student Information System (currently Banner) except the 'Mail Cash Receipt Form' and 'Deposit Control Form' which are retained for Current Year fees processed + 7 years.

MUNCLASS Function:	Students (ST)
Responsible Unit(s):	Office of the Registrar
Retention:	Permanent Retention <i>Exception: Mail Cash Receipt Form and Deposit Control Form: Current Year fees processed + 7 years</i>
Disposition:	Destroy or N/A
Media:	Paper and/or electronic
Authority:	Anticipated Operational Use