

File Maintenance and Destruction Policy

Request for File

Students with disabilities who are registered with Accessibility Support Center (ASC) may request a copy of their documentation. Upon completing the “Request for File” form, students will be given a copy of their documentation along with a letter describing the accommodations they received while attending UHCL.

Files of Registered DS Students

1. Files will be kept in the “Pending” accordion folder until the student has been accepted to UHCL, becomes a deposited student, and completes the ASC registration process. Once these steps are completed, a file will be made and placed in the “Active” file cabinet. A deposited student can be identified and confirmed through PeopleSoft.
2. Files will be kept in the “Active” file cabinet while students are registered with the ASC and attending UHCL.
3. Files will be moved to the “Archived” file cabinet once the student graduates or becomes Inactive. Inactive students are defined as any student who applied for admission but did not attend for the semester they applied, or have three consecutive semesters of non-enrollment.
4. All files of registered ASC students who have used services at some point during their tenure at UHCL will be kept for five (5) years after leaving UHCL.
5. After five (5) years, hard copy files will be shredded and electronic files will be deleted. Student information pertaining to these files will be added to the “Destroyed Files” database.

Files of Non-Registered Students

1. Files of UHCL students who never formally register with ASC will be kept in the “pending” accordion folder.
 - a. If the student is enrolled at UHCL, then the file will be kept for one (1) year after the student either graduates or becomes inactive.

- b. If the student is not accepted to UHCL or chooses not to attend, the file will be kept for one (1) year after this status is confirmed.
2. After one (1) year, hard copy files will be shredded and electronic files will be deleted.

Files of Students with Temporary Impairments

1. Files for students with temporary impairments (e.g.: broken leg) will be kept electronically.
2. Students with temporary impairments will not need to register with ASC, nor will they need to submit documentation of the condition.
3. These files will be destroyed at the end of the academic year and will not be added to the “Destroyed Files” database.