



certificates to Veterans Administration; course request forms; grade slips, grade changes, add/drop cards; copies of evaluations of credits; VES forms 258/259, and graduation approvals.

This item supersedes State Records Application 87-63, item 108, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain in office for five (5) years following graduation or date of last attendance, then microfilm. Retain agency copy of microfilm in office for fifteen (15) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. Transfer a security copy of microfilm to a university designated storage facility for fifteen (15) years, then dispose of.