



Records Management Best Practices Registrar Records

The following best practices were developed in consultation with the **University's Registrar Office (Registrar)**. Registrar is the official record custodian for the list of records below related to student records. Records on this list should reside within Registrar. Any convenience copies of these records located in other University offices should be properly secured while held and properly destroyed when they no longer serve a **legal, operational, or historic value**. Records subject to these standards include:

- Transcripts (Stony Brook University Transcripts only)
- Change of Grade Documents
- Class Rosters
- Grade Rosters
- Name Change Authorization
- Date of Birth Authorization
- Sex Change Authorization
- Unclaimed Diplomas
- Major/Minor Declaration Form
- Graduation Applications
- Re-matriculation form
- Leave of Absence form
- Medical Leave Support form.

Note: Registrar retains these records for the statutorily mandated period. A department may ask for a copy of a supporting document by calling 631-632-6175 or by emailing Registrar at registrar_office@stonybrook.edu