
COLUMBUS STATE UNIVERSITY

Services to Students with Disabilities (SSD) Records Retention Policy

Policy Name: Services to Students with Disabilities (SSD) Records Retention Policy

Policy Owner: Center for Accommodation and Access

Responsible University Office: Center for Accommodation and Access

Approval Date:

Effective Date:

Revisions:

Policy Number:

Related Policies: Evacuation Guidelines, Attendance and Students with Disabilities, Disability Services and Accommodations Procedures, Grievance Procedure and Students with Disabilities, Off-Campus Programing and Internships, Personal Attendant, Physical Accommodations, Service Animals, Temporary Disabilities, Testing Administration Procedures, and Emotional Support Animal

II. PURPOSE AND SCOPE OF POLICY

This document explains the retention limits of records of students with disabilities in the Center for Accommodation and Access.

III. DEFINITIONS

The definition of “**disability**” in the Americans with Disabilities Act (ADA) of 1990, P.L. 101-336 (July 26, 1990), as amended by P.L. 110–325 (September 25, 2008) draws substantially from existing legislation, namely Section 504 of the Rehabilitation Act of 1973, as amended, and the Fair Housing Amendments Act of 1988. The ADA defines disability with respect to an individual, as:

- a physical or mental impairment that substantially limits one or more of the major life activities of such an individual
- a record of such an impairment; or
- being regarded as having such impairment.

"Major life activities" is defined as an individual being limited in his or her ability to perform such functions as self-care, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, working, neurological, digestive, or respiratory.

IV. POLICY SECTION

Columbus State University Center for Accommodation and Access retains records of students with disabilities for five years. Records may include but are not limited to: health professional evaluation reports; recommendations for student applicants; high school transcripts and academic work-sheets; autobiographical essays; copies of applications for admission; copies of notices of admission; special admissions applications checklists; questionnaires; and physicians' statements and letters of recommendation.

V. RELATED BOARD OF REGENTS' POLICIES

4.1.5 Students with Disabilities

0472-06-030 USG Record Retention Schedule

VI. LINKS

<https://caa.columbusstate.edu/>

https://www.usg.edu/records_management/schedules/all_schedules#:~:text=USG%20Records%20Retentions%20Schedules,-%C2%AB%20Return%20to%20Search&text=4%20years%20after%20termination%20of%20licen%20and%20server%20permit.&text=Vehicle%2C%20equipment%2C%20and%20parking%20p%20ass,day%20activities%20of%20the%20office.

