Brandeis Records Retention Schedule
(Other sections are under construction.)

<table>
<thead>
<tr>
<th>Retention Period</th>
<th>Authority</th>
<th>Vital?</th>
<th>Potential Archival Value?</th>
<th>Office of Record</th>
<th>Point of Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Years</td>
<td>Brandeis</td>
<td>No</td>
<td>No</td>
<td>Admissions</td>
<td>Phoebe Chamberlain</td>
</tr>
</tbody>
</table>

**Description:**

Records documenting applications to the Brandeis undergraduate program by prospective students, who are either rejected by the University or elect not to attend Brandeis after application.

**Document Types Include:**

- Applications for Admission or Re-admission
- Application Correspondence
- Letters of Recommendation
- Exam and Placement Test Scores and Credits (e.g. SAT, TOEFL)
- High School Transcripts
- Prior College Transcripts
- Military Documents
- Notices of Acceptance or Denial
- Waitlist Notifications