

Audit Retention Plan

Archiving and Purging Degree Audits

- Background -

This fall, the UI will be upgrading u.achieve, the system that runs our degree audits.

As we reviewed the steps necessary for this upgrade, that many students have 100+ audits displayed and saved, and the fact that we will be adding more program of study (POS) audits in the future, we realized that we need create an audit retention plan and begin proactive steps to archive and purge audits.

The audits that will be most impacted by campus users are HawkID audits and REGISTRAR_EOS audits.

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- HawkID Audits -

HawkID audits are the primary audits used by students, advisors, and staff.

- Program of Study audits (majors, minors, certificates)
- What if? audits

These are audits associated with the HawkID of the requester (student, advisor, etc.).

| Year/Term | Program | Message | HawkID |
|-----------|---------------------|---------------|----------|
| 201630 | Cinema BA | Primary Audit | cgraff |
| 201630 | Cinema BA | Primary Audit | cgraff |
| 201630 | Cinema BA | Primary Audit | astenson |
| 201480 | Writing Certificate | | astenson |
| 201630 | Cinema BA | Primary Audit | |

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- HawkID Audits -

During the month of October, all HawkID audits will be purged with the following exceptions:

- Audits requested during the current session (FA16)
- Audits requested during the 4 preceding sessions (SU16, SP16, WI15, FA15)

| Session | Audits accessible via Audit Request/ View Recent page and MyUI |
|-------------|---|
| Fall 2016 | Audits requested Fall 2016 |
| | Audits requested Summer 2016 |
| | Audits requested Spring 2016 |
| | Audits requested Winter 2015 |
| | Audits requested Fall 2015 |
| Winter 2016 | Audits requested Winter 2016 |
| | Audits requested Fall 2016 |
| | Audits requested Summer 2016 |
| | Audits requested Spring 2016 |
| | Audits requested Winter 2015 |
| Spring 2017 | Audits requested Spring 2017 |
| | Audits requested Winter 2016 |
| | Audits requested Fall 2016 |
| | Audits requested Summer 2016 |
| | Audits requested Spring 2016 |

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- REGISTRAR_EOS Audits -

REGISTRAR_EOS audits are audits that are run after grades are added to students' records each session.

- EOS = end of session

Moving forward, each sessions' EOS audits will be archived after 30 days.

Students will be able to view EOS audits even after they are archived.

- This will be similar to Orientation audits
- Orientation audits are accessible to students even though the student did not request the audit (i.e., they are not HawkID audits)

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Archiving and Purging Degree Audits - MAUI and MyUI Views -

MAUI view of requested audits (HawkID and administrative):

| Run Date | Year/Term | Program | Message | HawkID |
|---------------------|-----------|--|----------------------|--------------------------|
| 09/09/2016 08:29 PM | 201630 | Duplicate Check for Fin Aid | Administrative Audit | FINAID_REPEAT-9-9-16 |
| 09/08/2016 08:52 PM | 201630 | Duplicate Check for Fin Aid | Administrative Audit | FINAID_REPEAT-9-6-16 |
| 09/02/2016 02:01 PM | 201630 | History BA | Primary Audit | |
| 06/14/2016 05:58 PM | 201630 | History BA | | |
| 06/13/2016 03:16 AM | 201630 | History BA | | ORIENTATION_DEGREE_AUDIT |
| 06/13/2016 03:16 AM | 201610 | Special All Purpose Transfer & UI hrs - 60 SH rule | Administrative Audit | ORIENTATION_DEGREE_AUDIT |

MyUI view of requested audits (student requests plus Orientation audit):

| Date | Year/Term | Program | Message | Type |
|---------------------|-----------|--|---------|----------------------|
| 09/02/2016 02:01 PM | 201630 | History BA | | Primary Audit |
| 06/14/2016 05:58 PM | 201630 | History BA | | |
| 06/13/2016 03:16 AM | 201630 | History BA | | |
| 06/13/2016 03:16 AM | 201610 | Special All Purpose Transfer & UI hrs - 60 SH rule | | Administrative Audit |

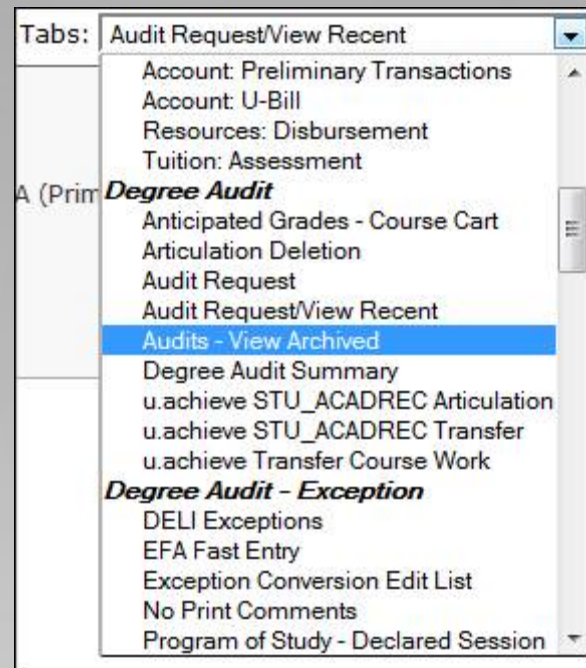
- Special All Purpose audits will be purged
- Students who have been away for 1 or more years will have had their HawkID audits purged, but they will have access to their EOS audits
- HawkID audits (PDFs) may be saved by students, advisors, and staff
 - They may also be attached to student notes on the Advising Summary page

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- Viewing Archived Audits -

Faculty, advisors, and staff should be able to access archived degree audits in MAUI using the *Audits – View Archived* tab:



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- Questions and Contact Information -

Questions?

Contact Curt Graff (curt-graff@uiowa.edu)
in the Office of the Registrar

