

	POLICY	Motion No.	AASS 1016-2016
	STUDENT ACADEMIC RECORDS RETENTION POLICY	Effective Date	06/28/16
		Responsible Department	Academic Affairs/Student Services
		Attorney Review / Date	NA

Scope:

This policy establishes requirements for the maintenance, retention, preservation and disposal of College student academic records in accordance with federal law under the Family Education Rights and Privacy Act (FERPA). A student academic record is defined as recorded information, in hard copy or electronic copy, produced or acquired in the course of the student’s academic business. This policy applies to all Penn Highlands student academic records.

Policy:

Pennsylvania Highlands Community College adheres to all applicable State and Federal laws and follows the recommendations and best practices outlined in the American Association of Collegiate Registrars and Admissions Officers (AACRAO) Student Records Management: Retention, Disposal, and Archive of Student Records (2013) publication as well as any subsequent editions. The College’s Registrar’s Office is responsible for maintaining this policy and for reviewing and approving proposed changes or revisions to the records retention schedule and procedures.

Record Retention Schedule:

The Record Retention Schedule specifies the length of time each type of College record shall be retained. A College record should not be retained beyond the time period specified on the schedule unless a reasonable probability exists that the record will be needed in the future. The schedule may be amended from time to time by the College’s Registrar. Proposed changes, additions or revisions to the Schedule will be submitted to the Registrar, who will research and consider the legal, fiscal, administrative and historical value of the record to determine appropriate length of maintenance.

Storage of Records:

Student academic records will be housed in the Records Room of the Registrar’s Office located at the Richland Campus. The housing of academic records not related to student learning, achievement or credential will be determined by each department noted on the schedule. In all cases, College records are to be stored in an appropriate and secured area.

Destroying Records:

When the retention period for a particular College record expires according to the Schedule, such College records may be destroyed in accordance with this policy. Records must be destroyed in a manner that ensures confidentiality and renders the information no longer recognizable as a College record. Approved methods of destroying records include, but are not limited to, shredding and magnetizing. College records cannot be placed in trash receptacles unless the records are rendered no longer recognizable as College records.

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Exceptions to the Retention Schedule:

Litigation or Potential Litigation: Regardless of the Records Retention Schedule, any College record or other document (whether in hard copy or electronic) that is relevant or potentially relevant to a pending litigation or any matter that is reasonably likely to result in litigation must be retained until such litigation or potential litigation is fully and finally resolved or closed.

Government Investigations: Regardless of the Records Retention Schedule, any College record or other document (whether hard copy or electronic) that is relevant or potentially relevant to any pending investigation, survey or inquiry or any matter that is reasonably likely to result in a government investigation, survey or inquiry must be retained until such matter is fully and finally resolved or closed.

To assure compliance with these exceptions, the College's President's Office will distribute a memorandum to all appropriate personnel when litigation commences, advising of the necessary record maintenance outside of the retention period.

Effective Date	Motion Number	Document Author	Description of Change
06/28/16	AASS 1016-2016	Academic Affairs/ Student Services	Initial Release