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## **STUDENT RECORDS RETENTION POLICY**

### **Policy**

NewU is committed to meeting its obligation to protect the rights of students with respect to their education records. Education records generally include any personally identifiable records maintained about a student by the institution, including academic, disciplinary, and administrative records.

Proper retention of student records is essential to conducting the business of the institution; to protecting the legal interests of the institution and students; and to complying with applicable state and federal laws and regulations. For the purposes of efficiency and management of physical and digital storage resources, it is also important that unneeded records be disposed of in a timely manner. This applies to student records and information resources in all formats, including but not limited to paper records, electronic records, and information management system data.

This policy applies to all departments, divisions, offices, and employees of the institution who utilize student records.

The institution will take the following actions to assure student records are protected:

- a) meet legal standards for protection, storage, accessibility, and disposition
- b) provide students with an annual notice of their rights
- c) regulate access to education records in accordance with law and policy
- d) maintain records as required by law and policy
- e) provide students with the right to request amendment to their education records and the right to a hearing concerning their education records, and
- f) provide complete records, from all departments at the institution, in response to a student's request that records be provided.

### **Guidelines for Student Record Storage**

The Institution must maintain student records in a safe, stable, and secure manner that supports their timely and accurate retrieval and applies appropriate controls on their accessibility. To do this NewU should:

- a) Develop consistent and accurate filing, classification, and/or indexing systems for records that all employees understand and follow. Such systems must enable the efficient finding of appropriate records.
- b) Store their records in secure and stable environments, including electronic records storage on stable media and in accessible software format
- c) Determine the confidentiality and privacy status of all records and ensure that security measures are appropriate to meet the needs of the records.
- d) Document its records organization system, storage locations, and security procedures in existing policies and procedures.
- e) When converting from physical to electronic form (e.g., scanning/imaging), the original document should be disposed of unless there is a legal reason to retain it. Scanned images should be fully legible and have all of the information contained within the original document. University Offices should consult the IT Department for guidance when converting Student Records from paper to electronic form. Electronic records should be stored in established secure locations that benefit from security and backup.

### **Records Disposition and Destruction**

All departments and offices must know what to do with records once the records are no longer in active use. Typical disposition of records include:

- a) confidential destruction;
- b) transfer to the institutional archives for permanent retention;
- c) transfer to institutional archives for short-term storage (in the case of records with a designated retention period, but which are not accessed regularly).

To determine and undertake the appropriate disposition of records in compliance with this Policy, departments and offices should:

- a) Consult the institution's records retention schedules to determine the disposition of their records.
- b) Contact the Office of the Registrar for assistance in interpreting the records schedules or developing or modifying schedules as needed.

### **General Record Retention Rules**

- a) NewU employees are required to check the student record retention schedule before disposing of materials.
- b) If a particular type of document does not appear to be covered by the schedule, consult with the Office of the Registrar.
- c) Only one copy of a document should be retained, by the party or department responsible for it. Drafts and notes concerning a document should be destroyed unless they are important to documenting official business or an action of the institution, in which case they will be stored with the document.

- d) Except as noted in the retention schedule, the retention period runs from the date the record was created or received.
- e) Documents stored in electronic format should be treated like any other record and are subject to the same document retention schedule.
- f) Any questions as to whether a particular type of document can be destroyed should be directed to the Office of the Registrar.

<b>Record Category</b>	<b>Record Type</b>	<b>Responsible Office(s)</b>	<b>Retention Period</b>
Student Records	Academic Records (e.g., grades data, transcripts) and related FERPA requests	University Registrar	Permanent
	Disciplinary Records (Student Suspended, Dismissed, or Withdrew While Charges Pending)	Office of Student Journey	Permanent
Admissions Records	Applicants Who Are Accepted and Matriculate – Applications and Amendments, Placement Scores	University Registrar	Permanent
	Applicants Who Are Accepted and Matriculate – Letters of Recommendation, Acceptance Letters, Previous Transcripts	University Registrar	Permanent
Financial Aid Records	Financial Aid Awards & Records	Financial Services	Permanent

[End]