

RETENTION AND DISPOSAL OF RECORDS

Policy 3.49

Document retention will be based on American Association of Collegiate Registrars and Admissions Officers, and best practice recommended for retention and disposal of records. Glen Oaks Community College will utilize document imaging to retain documents where appropriate.

FERPA specifically requires institutions to maintain records of requests and disclosure of personally identifiable information except for defined "Directory Information" and requests from students for their own records. The records of disclosure and requests for disclosure are considered a part of the student's educational record; therefore, they must be retained as long as the educational records to which they refer are retained by the College.

July 1992, revised 9/14/05, reviewed 9/17/14.