

Procedure Title: Retention of Student Academic Records
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Board Policy Reference: IV.A.

Accountable Administrator: Vice President Student Affairs
Position responsible for updating: Director of Enrollment Services/Registrar
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Purpose/Principle/Definitions:

Blue Mountain Community College will comply with state and federal laws and with industry standards as they relate to the creation, storage, retention, destruction of and access to students' academic records.

Student academic records are defined as all records created by, with or for a student attending Blue Mountain Community College that relate to his/her entry into the college, course of study, academic achievement, graduation, academic record (transcripts), and all related and supporting documents.. The Registrar Office is responsible for the creation, maintenance, protection, and destruction of student academic records as indicated below.

Guidelines:

Student records at BMCC are the responsibility of all faculty and staff, who are responsible for compliance with federal, state and industry standards that relate to creation, retention, storage, destruction of and access to those records. As the primary custodian of student academic records, the Registrar's Office is responsible for the creation, dissemination and maintenance of this policy and student records retention and destruction procedures.

The Registrar and any designees will create, retain, monitor and destroy student records in accordance with the State of Oregon Archives Division guidelines for community colleges (166-450-000), and national best practices. Designees include, but may not be limited to, Distance & Extended Learning, BMCC Hermiston, BMCC Milton-Free-Water, BMCC Baker, BMCC Boardman, the Small Business Development Center, College Preparatory, and the contracts out of district (CODs). For purposes of this policy, documents and records not mentioned herein are the responsibility of other departments and units at BMCC and do not fall under the jurisdiction of the Registrar's Office.

Document retention schedules are maintained within the Registrar's Office.

Paper records referred to in this procedure will be retained in a fireproof, locking filing cabinet that is located in an area that is secure, dry, and of a temperature that ensures the preservation of the documents. Cabinets will also be stored high enough off the floor to protect documents from

minor flooding that may occur. This standard is imposed on any type of medium on which a student document is maintained: paper, electronic, microfiche, or other.

Creation of Records

The Registrar's Office will create and maintain all paper and electronic forms to be used by, with and for students in creating academic records. All departments at the college are required to use these same forms to ensure consistency, accuracy, and the integrity of student academic records. In addition, it is imperative that a record, with appropriate dates and signatures, be maintained on all academic actions and progress that a student makes while attending BMCC.

Retention of Records

Once created, records will be maintained, stored, monitored, and destroyed by the location at which they are created in accordance with these guidelines. Student academic records will be retained in an electronic, and in some cases paper, format to ensure a complete student academic record available.

All original paper documents for students will be maintained at the Pendleton campus in the Enrollment Services Department. As soon as a student declares his or her intent at BMCC or through one of BMCC's partnership programs, all original records for that student must be forwarded to Pendleton. Copies may not be retained by the originating location unless necessary for academic advising purposes. If kept, records must be treated as if they were originals for purposes of this policy.

Destruction of Records

Records will be destroyed according to the college's record retention schedule. Prior to shredding, the Business Office will have an opportunity to retrieve paper registration forms for all students with a financial hold on their account. All paper records must be shredded. No other method is allowed without consulting with the Registrar or their designee.