

4.6 Records Disposition and Destruction

All the staff of Deanship of Student Affairs, Admissions, and Registration must know what to do with records once the records are no longer in active use. Typical disposition of records include:

1. Confidential destruction.
2. Transfer to the Deanship of Student Affairs, Admissions, and Registration archives for permanent retention.
3. To determine and undertake the appropriate disposition of their student records in compliance with the Alfaisal University Records Policy, departments and offices should:
 1. Consult the institution's records retention schedules to determine the disposition of their records.
 2. Contact the Deanship of Student Affairs, Admissions, and Registration for assistance in interpreting the records schedules or developing or modifying schedules as needed