

4.5 Procedures and Guidelines for Student Record Storage

The Deanship of Student Affairs, Admissions, and Registration 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 the Office of the Deanship of Student Affairs, Admissions, and Registration:

1. 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.
2. Store their records in secure and stable environments, including electronic records storage on stable media and in accessible software formats.
3. Determine the confidentiality and privacy status of all their records and ensure that security measures are appropriate to meet the needs of the records.
4. Document their records organization system, storage locations, and security procedures in existing policies and procedures.