

Policy Manual



Title: Student Records, Retention, and Public Records	Number: 6Hx2-5.35
Legal Authority: <i>Fla Statutes 119.01, 119.07 (4), 257.36 & 1001.64</i>	Page: Page 1 of 2

GENERAL STATEMENT

Broward College (“College”) maintains and retains student records according to acceptable practices established by the American Association of Collegiate Registrars and Admission Officers (AACRAO) *Retention of Records Guide*, the State of Florida laws, and according to federal laws, rules and regulations. All permanent student records are preserved in a format determined to be acceptable for permanent storage or retention, including microfilm, microfiche, and electronic storage formats.

THE POLICY AND THE STUDENT

All applicants are required to complete the appropriate application, and provide transcripts and other supporting documentation necessary to support their matriculation at the College. The documents are retained according to industry standards and administrative usefulness. At the end of the administrative usefulness or duration for retention, such items will be disposed of based on the retention schedule, such as the GS5 by the State of Florida.

THE POLICY AND THE FACULTY AND STAFF

Faculty and staff must adhere to federal laws, State statutes and rules, and College policies regarding confidentiality and the protection of student records. Access to the student record depends upon the individual’s legitimate educational need to know. Access to student records is based on position classification and access is monitored and reviewed by the Associate Vice Provost for Academic Affairs/College Registrar.

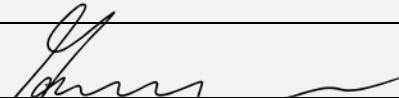
Faculty and staff are required to maintain a “clean desk” in regard to personally identifiable student information and may not leave documents containing personally identifiable student information unsecured or in view when not present and actively using. Paper documents containing personally identifiable student records must be stored in a locked cabinet or desk when not in use; only authorized persons with keys may access such locked cabinets or desks. Electronic information containing personally identifiable student information may not be visible to others who are not authorized to view such records.

IMPLEMENTATION AND OVERSIGHT

The President has the authority to establish procedures to implement this policy. The Associate Vice Provost for Academic Affairs and College Registrar, under the direction of the Vice Provost for Academic Services, is responsible for the implementation and oversight of policy compliance.

VIOLATION OF POLICY BY STUDENTS

Students who improperly obtain student records and/or misuse their access to student admission records, transcripts or other supporting documents to disclose, share, or disseminate information to unauthorized persons,

History: <i>Adopted as Policy 5.35 on January 25, 2011; revised on May 22, 2012; revised on April 28, 2020</i>			
Approved by the Board of Trustees	Date: 4/28/2020	President’s Signature 	Date: 4/28/2020

Policy Manual



Title: Student Records, Retention, and Public Records	Number: 6Hx2-5.35
Legal Authority: <i>Fla Statutes 119.01, 119.07 (4), 257.36 & 1001.64</i>	Page: Page 2 of 2

employees, other students, or outside parties will be subject to discipline up to and including termination from student employment and/or dismissal from the College.

VIOLATION OF POLICY BY FACULTY AND STAFF

Staff and non-represented faculty who improperly obtain records and/or misuse their access to student admission records, transcripts or other supporting documents to disclose, share, or disseminate information to unauthorized persons, employees, or outside parties will be subject to discipline up to and including termination.

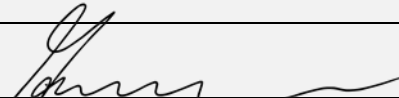
Full-time faculty who improperly obtain records and/or misuse their access to student admission records, transcripts or other supporting documents to disclose, share, or disseminate information to unauthorized persons, employees, or outside parties will be subject to discipline up to and including termination, as outlined in the Collective Bargaining Agreement between the Board of Trustees of Broward College and between the United Faculty of Florida, Broward College Chapter.

DEFINITIONS

Electronic storage format - A standard, by which a record may be electronically copied/imaged, stored and/or reproduced for future access.

GS5 Schedule - The State of Florida's General Records Schedule for Public Universities and Colleges is used for the retention, storage and disposition of records.

Retention schedule – Determines the amount of time, permanent or a prescribed length, that a student record or item must be kept or preserved.

History: <i>Adopted as Policy 5.35 on January 25, 2011; revised on May 22, 2012; revised on April 28, 2020</i>			
Approved by the Board of Trustees	Date: 4/28/2020	President's Signature 	Date: 4/28/2020