

SUBJECT: MAINTENANCE AND RETENTION OF STUDENT EDUCATIONAL AND FINANCIAL RECORDS

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PURPOSE: To explain University procedures regarding the maintenance and retention of student educational and financial records

#### GENERAL POLICY

Student educational records, financial records, and financial aid records (if appropriate) shall be maintained in a secure manner in compliance with state, federal, and accreditation guidelines. Access to such records will be governed by the basic provisions as outlined in the Family Educational Rights and Privacy Act of 1974 (FERPA), also known as the Buckley Amendment. The custodian of educational records is the Registrar. The custodian of all financial records, including financial aid records, is the Vice Chancellor for Finance and Administrative Services. Working procedures shall be developed and modified as necessary to maintain compliance with this policy.