

## Polk State College District Board of Trustees Rule

| Rule Number | Subject         | Rule Making Authority  | Statutory Reference                                 | SBE Rule Reference | Effective Date |
|-------------|-----------------|--|---|--------------------|----------------|
| 4.09        | Student Records | FS 1002.22<br>General Records<br>Schedule (GS5)<br>for Universities &<br>Community<br>Colleges<br><br>FERPA (20<br>U.S.C. § 1232g;<br>34 CFR Part 99)<br><br>FERPA (34 CFR<br>§ 99.31) | FS 119.07<br>FS 1002.21<br>FS 1002.22<br>FS 1006.52 |                    | 9/24/2012      |

### I. General

Polk State College maintains a permanent record of academic information and of supporting and relevant information for each student.

The Registrar is designated as the custodian of student records and is responsible for maintaining accurate and readily-available student educational records. The Registrar is also responsible for the use and release of information contained in these records and is the College's designated FERPA Compliance Officer.

### II. Family Education Rights and Privacy Act (FERPA)

Polk State College is committed to the protection of student rights and privacy of information. The College complies with the provisions of the Federal Family Educational Rights and Privacy Act (FERPA), State of Florida law, and State Department of Education rules.

A FERPA procedure will be maintained at all times following federal guidelines of the U.S. Department of Education's Family Policy Compliance Office.

### III. Records Retention

Polk State College has established and will maintain a Records Retention schedule that is in compliance with federal, state, and accrediting body requirements and that aligns with the recommended guidelines from the State and American Association of College Registrars and Admission Officers (AACRAO).

**History:**

Adopted: December 23, 1974;

Revised: July 28, 1976; May 21, 1990; November 23, 1998; January 22, 2007; September 28, 2009; February 29, 2012; September 24, 2012

**Distribution:** All Holders of DBOT Rules Manual