

Polk State College Procedure

| Subject | Reference | Date | Number |
|------------------------------|--|------------|--------|
| Student Records Retention | Rule 4.09 General Records Schedule GS5 and GS27 Rule 1B-24.001(3)(i), F.A.C. Rule 6A-10.044 F.S. 1009.21 | 12/04/2018 | 1033 |

Records Retention

Polk State College follows the established records retention schedule and guidelines of the state listed in the *Florida Department of State, State Library and Archives of Florida, General Record Schedule GS5* for universities and community colleges. This schedule can be located on the web on the Florida Department of State website, State Library and Archive Services, Services for Record Managers at:

http://dhis.dos.state.fl.us/index_RecordsManagers.cfm

or more specifically at: http://dhis.dos.state.fl.us/recordsmgmt/gen_records_schedules.cfm.

All records are retained electronically through imaging/scanning, including those on a retention schedule and those that are permanent. Scanned images become the official document. The original paper documents are returned to the originator or destroyed, according to the State of Florida GS5 guidelines, after a reasonable validation that the document was scanned, and the image is readable.

The recommended retention period noted in the GS5 schedule begins with the date of graduation or the date, term, or semester and year of last attendance.

FERPA specifically requires institutions to maintain records of requests and disclosures of personally identifiable information except for defined "directory information" and requests from students for their own records. The records of disclosures and requests for disclosures are considered part of students' educational records; therefore, they must be retained as long as the education records of reference are retained by the institution. (For more information regarding this process, refer to Polk State College Procedure 5003, *FERPA*.)

The US Immigration and Naturalization Service states that the school must keep records used to comply with the student reporting requirements for at least one year. Since many items included in foreign students' records are to be retained for at least five years, Polk State College may retain INS documentation for five years.

All other records retained and/or destroyed are in compliance with statutory provisions of Chapters 119 and 257, Florida Statutes, and the Florida Department of State Rules.

Location of Student Records

The Polk State College Registrar shall be the custodian of all student educational records. Records are maintained on the Winter Haven Campus at 999 Avenue H, N.E., Administration Building, Room 150, Winter Haven, FL 33881; and on the Lakeland Campus at 3433 Winter Lake Road, Registrar's Office, LTB Building, Lakeland, FL 33803. Permanent records are scanned and stored into the college's scanning system and maintained on secure servers that are backed up and maintained by the college's Information Technology Department.

Class-related Student Records

Student records relative to a class are retained in a secure location by the faculty member or the supervising Academic Dean. Class records must be maintained for a minimum of two years from the last day of the class. If a class record is in dispute or has been disputed, the record should be retained two years from the date of dispute.

Residency-related Records

Students requesting in-state residency must submit a completed residency declaration. This initiates the residency verification process in the Admission and Registrar's Office. The residency determination made by Polk State College is based on the submission of written or electronic verification of two or more documents as described in F.S. 1009.21. The Tier One information on the residency declaration is verified through state-approved access to the Department of Motor Vehicles database or through public records and databases. Documents verified in this manner are not retained in the student's Polk State College record. A notation in the student database system is made when the verification process is completed.

Any documentation that is submitted to the College through email or as an attachment to the residency declaration (required or not) will be securely retained in the student's record per the state's retention policy.

Correction of Education Records

Students have the right to ask to have records reviewed that they believe are inaccurate, misleading, or in violation of their privacy rights. Procedure 5003, *FERPA*, provides details on the review and correction of education records.

History: Adopted: January 22, 2010
Revised: August 1, 2014; December 4, 2018

| | | | |
|-------------------------------------|----------------|-------------------------------------|----------------|
| <i>Reginal T. Wehr</i> | <i>12/6/18</i> | <i>Reginal T. Wehr</i> | <i>12/6/18</i> |
| Executive Responsible for Procedure | Date | President's Staff Member's Approval | Date |
| <i>Michael Galione</i> | | | <i>12/6/18</i> |
| President's Approval | | | Date |