To outline and define the processes by which student records are transferred to the Custodian of Records once a student is no longer active including Student Withdraw or Graduation.

Policy B2090 Record Retention

Office of Student Affairs will develop the process and review annually.

Office of Student Affairs

1.1 Once the Office of Student Affairs receives notice of a student withdraw from the college, the Office of Student Affairs will transfer all pertinent student records to the Custodian of Records. Pertinent records include:
   a. Immunization Records,
   b. Department of Health Fingerprinting
   c. Background Check/Drug Screens
   d. Medical Student Performance Evaluation
   e. Academic and Career Counseling Records
   f. Acknowledgement Forms (Computer Device Agreements, Student Handbook Acknowledgement Form, Honor Code Acknowledgement Form, Physician/Patient Relationship Form)
   g. Code of Conduct Information
   h. Student Accommodation Request/Information

1.2 Records transfer
   a. Physical Records will be hand delivered to the Custodian of Records within 3 business days of the withdraw.

1.3 Other student affairs related records are maintained and retained in accordance with the Record Retention policy.
8. Signature

Signature on File: 05.06.2024
Department Head of Student Affairs: Date

9. Distribution List

Internal/External

10. Revision History

<table>
<thead>
<tr>
<th>Revision Date</th>
<th>Subsection #</th>
<th>Summary of Changes</th>
<th>New/Cancellation/Replacement Procedure? (if applicable)</th>
<th>Approval Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.25.2019</td>
<td>1.1</td>
<td>Added MSPE, Academic and Career Counseling Records to Section 1.1</td>
<td></td>
<td>11.25.2019</td>
</tr>
<tr>
<td>5.11.2023</td>
<td>All</td>
<td>Formatting adjustments, title updates</td>
<td></td>
<td>5.19.2023</td>
</tr>
</tbody>
</table>