

Student Records File Management and Retention Policy

Storage and Retention of the Student Record

A record of students' achievements at the University is preserved permanently, but all other documentation contained in the students' file will be destroyed when no longer required.

Storage

The student record and its components may be in the form of hard copy files, computerized databases, microfiche or microfilm.

1. The creation of the initial student record, in accordance with Brandon University admissions policy and procedures, is the responsibility of the Admissions Office. Managing and retaining the hard copy and the computerized databases, in accordance with Senate policy and procedures, is the responsibility of Financial & Registration Services. Each student's file will normally contain:
 - all letters and forms which bear the signature of the student;
 - official supporting documents provided by, or at the request of, the student (e.g. record of previous studies, letters of recommendation, medical certificates);
 - documents pertaining to the student's studies, or the evaluation of the student's work at the University, which cannot be recorded in electronic form;
 - other factual documentation considered pertinent to the student's studies.
2. The computerized databases contain all the information required to monitor the progress and performance of students, produce periodic performance reports, and provide attestations of achievement and official transcripts. They also form the basis of management information needed for the operation of the University and for enrolment reports and statistical information required by government agencies.

Retention

Hard copy files will normally be destroyed three years after graduation or five years after the last attendance at the University.

Documentation submitted by applicants who are not accepted, or by applicants who fail to enroll following acceptance, will normally be destroyed at the end of three years.

All portions of a student's computerized record which are needed to produce official transcripts will be maintained permanently.