

Mid-Atlantic Christian University
Student Life Policy #8

SUBJECT: RETENTION AND DISPOSAL OF FEDERAL DISCLOSURE RECORDS

DATE: May 1995

REVISED: 9/26/2005

REVIEWED: April 2020

NEXT SCHEDULED REVIEW: This policy will be reviewed biennially, in February of odd-numbered years; February 2021

APPROVED BY BOARD OF TRUSTEES: October 18, 2013

Policy for: Academic Affairs and Student Life

Procedure for: Registrar and Vice President for Student Life

Authorized by: Vice President for Student Life

Issued by: Board of Trustees

I. Purpose

- (1) To ensure the necessary documents are protected and maintained
- (2) To ensure that records no longer needed are disposed of at the appropriate time

II. Policy

RETENTION SCHEDULE G

Federal Disclosure Records

The statutory requirements of the 1998 HEA amendments and Student Assistance General Provisions, Final Rule (Nov. 1999) require institutions to maintain and retain records developed in compliance with the *Campus Crime, Student Right-to-Know* and *Athletic Participations/EADA* disclosure requirements. The records must generally be retained for 3 years subsequent to the required date of disclosure. Specific requirements follow.

Location of Records Held:

- Office of VP for Student Life
- Registrar's Office
- Office for Institutional Research
- Financial Aid Office
- Business Office

Disclosure Record	Minimal Retention Period	Disposal
Crime Statistics/Security Report	3 yrs from required disclosure	shred, Sept
SRK Graduation/Completion, 5 yrs from required disclosure Transfer-out Data		shred, Jan
Institutional Information (Cost of Attendance, Withdrawal Procedures, Accreditation, etc)	permanent	NA

Notes:

1. Campus Crime/Security Records and Reports must be established and disclosed annually to students and employees. The records should contain such information as: 1) institutional policies and proceedings for reporting crimes, 2) crime statistics, 3) description of drug and alcohol abuse education programs, policies concerning possession, use and sale of alcoholic beverages or drugs, 4) statement of sexual assault prevention programs, 5) statistics on number of arrests for violations of liquor, drug abuse, or weapons laws, 6) procedures for campus disciplinary actions for alleged sex offenses, and 7) statement of security and access policies for campus facilities.
2. Examples of Crime Records Requirements Crime records should be retained for a 3yr period following the date of disclosure: i.e., institutions are required to retain records to substantiate information in the reports released for 3 yrs. This means data included in the report that will be distributed (disclosed) to students and employees by October 1, 2005 should be retained for 3 yrs from October 1, 2005.
3. Graduation/Completion and Transfer-out rates/SRK Disclosure records should be established and disclosed annually to students and other required parties. Records should be retained for 3 yrs from the annual July 1st required disclosure date.
4. Types of Institutional Information that must be disclosed to students annually are listed below. The records should minimally be retained for 3 yrs from the date of disclosure. They include: 1) requirements and procedures for withdrawing from the Institution, 2) cost of attendance (tuition/ fees charges, books/ supplies costs, room and board charges), 3) refund policy, 4) summary of requirements for return of Title IV grants or loans, 5) current academic programs of the institution (current degree programs, educational/ training programs, faculty), 6) names of associations, agencies accrediting the institution, 7) description of special facilities and services for the disabled students, 8) the school's policy on enrollment in study abroad programs, and 9) titles of persons to contact for information.

Notes and suggested schedules adopted from "Retention of Records: A Guide for Retention and Disposal of Student Records," American Association of Collegiate Registrars and Admissions

Officers, 2000.

III. Procedure

The Registrar and Vice President for Student Life will be responsible for monitoring policy implementation for documents in their respective areas.

IV. Published: Policy Manual

V. Reason for Revision:

VI. Appendices: None