

Procedure VI.6000.A.a, Student Records Management

Associated Policy

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Procedures

The College has developed processes for maintaining student records. The College follows the American Association of Collegiate Registrars and Admissions Officers recommendations and guidelines for retention and disposal of records and the Local Retention Schedule JC (Junior College) as submitted to the Texas State Library and Archives Commission. Paper records are maintained until they are scanned and kept indefinitely.

Prospective and current students interested in learning more about the types of student records maintained by the College, the defined terms associated with student records, and the guidelines by which students can review or amend records should refer to the College Catalog or the website for more information.

Date of SLT Approval	September 26, 2018
Effective Date	November 6, 2018
Associated Policy	Policy VI.6000.A, Student Records Management
Primary Owner of Policy Associated with the Procedure	Deputy Chancellor and College President
Secondary Owner of Policy Associated with the Procedure	Associate Vice Chancellor, Student Services
