

Institutional Record Retention Policy

The institution maintains student academic records in accordance with institutional policy and applicable regulatory requirements. Academic records are stored in locked, fire-proof cabinets in locked offices.

Official academic transcripts are maintained permanently by the institution as part of the student's electronic, permanent academic record.

Student files, including admissions documents, academic records, and related documentation, are maintained for a minimum period of seven (7) years following the student's last date of attendance. After this retention period, records may be securely destroyed in accordance with institutional procedures for confidential record disposal.

All student records are stored in a secure manner to ensure confidentiality and protection of student information.