

STUDENTS RECORDS MANAGEMENT POLICY

Faculty of Applied Sciences

Rajarata University of Sri Lanka

Purpose

This policy establishes the procedure for managing student records of the Faculty of Applied Sciences. It also defines the roles and responsibilities for the creation, storage, access, amendment and disposal of student information.

NOTE: This policy does not supersede the University Establishment Code.

Statement

This policy aims to set out consistent, auditable standards for the management of records relating to current students and former students to ensure confidentiality of such records, integrity and availability to authorized users for as long as required by the University.

Records are student information which includes personal information submitted to the University and the Faculty at the time of enrolment and subsequently during the tenure of the student in the University, official communication between the student and the Faculty/University and any other communications received from the University or external entities pertaining to the student, records of any form of inquiries, disciplinary actions and examination answer scripts and results. Assistant Registrar (AR) of the Faculty is responsible for ensuring appropriate use, storage, retention and disposal of Faculty Student Records in accordance with record management practices consistent with this policy.

The following common objectives apply to the management of all student records and associated information

- To maintain accurate, up to date and comprehensive records for each currently enrolled and former student to meet the University's operational and evidential needs
- To maintain an accurate auditable service provided to each student as evidence of fair and consistent practice
- To promote consistency while reducing duplication of information.
- To control access to confidential personal information.
- To maintain records in a format that unique to the faculty.
- To store records in a safety manner until discarded.

- To discard records in proper manner after the mandatory period 10 (ten) years.

Types of records

i. Paper records - A record on paper is defined as any document hand written, typed or printed containing information related to a student that has been prepared, used or retained by any of the officers/ individuals at the Faculty.

ii. Electronic Records – many records are created and maintained in an electronic format. These include documents stored on the computer hard drives, servers, emails and attachments, and documents that have been scanned and reside in University student data-bases.

Records on Hold – this indicates all record in students personal file and a specified record that cannot be disposed as scheduled due to a request from legal counsel since it is a legal document for any ongoing issues such as an investigation, litigation or any other special circumstance.

Redundant records- are records that have been duplicated or have no value to the student record, such as a draft of a letter is considered as a redundant record. Redundant records will not come under “Records on Hold”.

Retention (Storing) of students records

The retention period as indicated in the establishment code, the records must be kept until the designated time period has ended. For the Faculty, the retention period starts at the end of the date of degree completion. All the student’s records must store at least 10 (Ten) years from the date of degree completion. The responsible officers should follow the University Establishment Code for the retention of student records.

Records should be appropriately stored with due regard for efficiency, cost-effectiveness, security, safety, durability and access. Appropriate procedures and processes should be put in place to ensure the physical and intellectual security of Faculty student records.

Ensure that only authorized personnel have access to stored records, including electronic records and strong backup and recovery methods should be used to protect electronic records against information loss.

Discarding records following mandatory retention periods

It will ensure that non-essential records (come under Redundant records) and answer scripts are destroyed in a consistent and confidential manner in line with the Faculty’s disposal schedule after the end of retention period (10 years). It allows the Faculty to identify what it retains as a permanent record of its activities. This schedule should be approved by the Faculty Board and the records need to be in a secured area until destroyed.

AR has responsibility to periodically assess which University records in her/his office or division has reached their retention period and should be destroyed in accordance to University Establishment code.

SUMMARY

All University employees are bound to follow the University Establishment Code and have responsibility to maintain student academic records in a safe, secure, and retrievable way. All must adhere to the following practices.

- Keep data securely against unauthorized creation, updating, processing outputting and distribution.
- Student academic records keep in secure way with inaccessible to non-approved users.
- Use, retain, and dispose of data consistent with this policy.