



## **MAINTENANCE OF RECORDS POLICY**

**Policy Number: 5.3002**  
**Subject Area: Student Services**  
**Adopted: 01/01/0001**  
**Revised: 08/16/2017**

All permanent academic and personnel records and health, activity and other student records shall be filed systematically, protected against loss and/or alteration, and the privacy rights of students' records shall be respected in accordance with state and federal legislation. A properly identified parent or guardian of a financially dependent student shall be granted all rights and privileges accorded to the student in the rules and regulations governing the privacy of student records, as established under the Family Educational Rights and Privacy Act (Buckley Amendment).

Approval History:  
August 16, 2017