

## **Policy: 3.05**

### **Student Records Retention and Disposal**

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#### **Purpose**

To ensure student records are adequately protected, retained, and managed in accordance with applicable state and federal laws.

#### **Policy Statement**

Kansas City Kansas Community College is committed to meeting its obligation to protect student education records. Education records generally include any personally identifiable records maintained about a student by the institution, including academic, disciplinary, and administrative records.

The Office of the Registrar oversees the protection, retention, and management of all student-related records. The Registrar's Office is responsible for:

- Monitoring all systems which contain students' personally identifiable information (PII), as defined in the Family Educational Rights and Privacy Act (FERPA)
- Disposing of student records in accordance with the recommendations of the American Association of Collegiate Registrars and Admissions Officers (AACRAO).

Board Approved: 12/14/2021