

RECORDS MANAGEMENT WORKSHOP

➤ RELEVANT FERPA GUIDELINES FOR RECORDS SECURITY

Education records are all records that: (1) contain information that is directly related to a student and (2) are maintained by an educational agency or institution or by a party acting for the agency or institution.

Who has access/Need to know?

A school official is determined to have legitimate educational interest if the information requested is necessary for that official to a) perform appropriate tasks that are specified in his/her position description or by a contract agreement; b) perform a task related to a student's education; c) perform a task related to the discipline of a student; d) provide a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial aid.

Student rights - Primary rights of students under FERPA -

- Right to inspect and review education records
- Right to seek to amend education records
- Right to have some control over the disclosure of information from education records

Be careful what you include in your records

Release of info - See FERPA:EVCC STUDENT RECORDS DISCLOSURE GUIDELINES

This information is listed in the quarterly schedule and the college catalog

Release of information forms are available in Enrollment Services

Short form for faculty use

Long form which specifies information the student requests not to be released.

➤ STATE GUIDELINES FOR RECORDS RETENTION

See attached list of General Records Retention Schedules and Records Management Manual

Backup procedures - what are you using and why, type of data i.e. CEU ongoing certifications

➤ DISCUSSION OF MUTUAL CONCERNS AND INTERESTS REGARDING RECORDS SECURITY

Privacy of information

Storage - where, when, how, what, why i.e. box of records beside the road

Expectation of keeping records necessary for certification such as CEU, Nursing

➤ SHREDDING, ELECTRONIC COMMUNICATION, AND OTHER SENSITIVE TOPICS

Trash - to shred or not to shred

E-mail - How you say something is just as important as what you say. Possibility of being used in a lawsuit, or subpoenaed.

➤ DEMONSTRATION OF AN INVENTORY FORM TO DOCUMENT THE HANDLING OF STUDENT RECORDS. The purpose of this inventory is to provide a methodology for identifying sensitive records and the processing requirements for those records.

Examples:

Admissions - student form

Gradebooks

Testing

Disciplinary records