

# INVENTORY OF STUDENT RECORDS

**Department:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Responsible Staff Persons:**

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_
- (4) \_\_\_\_\_

Date FERPA training was completed:


	Type of record	ACTIVE		INACTIVE		Length of retention	Who is responsible	Circumstances under which info is released	Security level <small>High/Med/Low</small>	Issues
		Medium	Location	Medium	Location					
1										
2										
3										
4										
5										
6										
7										

- Principles:
- \* When files are active, they are kept in a secure location, and personal student information is not left in a visible place.
  - \* Records are not altered; records are kept in a readable and locatable manner.
  - \* All staff are responsible for limiting the release of information under FERPA guidelines.
  - \* When records are moved from active, to inactive, to disposable locations, they are easily identified by contents and date.

Department: Director or Dean: \_\_\_\_\_

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	Type of record	ACTIVE		INACTIVE		Length of retention	Who is responsible	Circumstances under which info is released	Security level High/Med/Low	Issues
		Medium	Location	Medium	Location					
8										
9										
10.										
11.										
12.										
13.										
14.										
15.										
16.										
17.										

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