

PROCEDURE

Number: 53-10
Title: Student Services Vault Security
Responsibility: Student Services
Original Approval Date: 00/00/0000
Last Cabinet Review: 2/19/2025
Last Revision: 2/26/2025

Reference (Policy and/or Procedure)

SBTCE:

FDTC:

Other:

Procedure Description

I. PURPOSE

To establish a procedure governing Student Services Vault Security .

PROCEDURE

The Registrar Services and Admissions personnel are the only staff authorized to access student records in the vault. Once a digital file has entered the vault or scanned from the Office of Admissions acceptance files, it becomes a permanent student record. A file is only removed from the vault or retrieve when appropriate written requests are filed with the Registrar or for the purpose of re-admitting a student to the College.