



## RECORD MANAGEMENT AND RETENTION

The school maintains hardcopy individual student files (paper folders) and computerized records such as student ledger cards, grade sheet, attendance records, academic records, admission records etc. and retains them for 3 (Three) years.

Some records such as Direct Loans Master Promissory Notes, entrance and exits interview forms are preserved indefinitely. Files older than three years if required by auditors, reviewers must be pulled out of archives/storage and requests for such files must be made in advance in writing.

Electronic records are backed up each night and a copy of the backup is housed off campus using google cloud.

Each person who is eligible to access the records has a password which allows them to have access to the computer system/cloud. Password changes must be made at set intervals and there is access revocation for unsuccessful logins.