

AURORA COLLEGE

POLICY

Aurora College shall maintain and store all pertinent student records for a period of no less than seventy (70) years.

PRINCIPLES

1. Aurora College recognizes their responsibility in retaining student records in a confidential environment.
2. The College is committed to maintain those records in accordance with the Privacy Act and the Freedom of Information Act.

PROCEDURES

1. The Manager of student records will produce a year end report to identify student files that have been inactive for five (5) years. (see C.16)
2. The appropriate Registrar or designate shall remove information other than the application form, copy of the Transcript, a copy of the type of award(s) received, practicum information, and the termination documentation once the student ceases to be an active student. (see C. 16)
3. The appropriate Registrar or designate shall store the updated files for a period of no less than seventy (70) years in a secure area.