

 DALHOUSIE UNIVERSITY FACULTY OF HEALTH Student Records Storage Policy	<i>Policy Sponsor:</i> Dean	<i>Approval Date:</i> Approved by Management Advisory Committee, February 12, 2009 Approved by Faculty Council, February 19, 2009
	<i>Responsible Unit:</i> Faculty Units	<i>Amendments:</i> Formatting, March 2018

Preamble

Currently several Faculty of Health Units are reporting that they are experiencing serious space issues for storing student records and materials. Additionally, some Units have been required to report their student record storage policies to professional regulatory bodies in order to meet accreditation criteria. Faculty Council recommended the development of a Faculty of Health Student Records Storage Policy that would guide Administrators and Directors as to what records must be kept by each Unit and those documents that did not necessarily need to be retained at the School/College level.

A working group was struck to examine, research and develop a Faculty policy that would:

- Be sensitive to Units' needs, i.e., accreditation, requests from students;
- Streamline records storage and space requirements, and
- Demonstrate a commitment to the environment by reducing the 'paper' records maintained by Units.

The following policy and guidelines were approved by Faculty of Health Faculty Council.

1. **Registrar's Office documents:** Units will not be required to maintain the following records as these are kept indefinitely by the Registrar's Office:
 - a. Student admissions application and supporting documents (high school grades, previous university transcripts, letters of recommendation and other documents used to admit a student)
 - b. All Dalhousie grades
 - c. Grade changes

- d. Committee on studies/graduate program committee decisions
 - e. Appeal decisions
 - f. Waivers
 - g. Letter of permission forms
 - h. Transfer credit assessments
 - i. Any changes that might affect a student's academic record
2. **Course Outlines:** Units will be required to keep all **Course Outlines** for a **minimum of seven years**, and individual Units may elect to keep these records indefinitely. Course outlines will be kept in an electronic format (i.e., pdf files) on a local hard-drive with a CD (or similar) backup. It is recommended that one individual be assigned the duty of retrieving and storing the outlines in a central location in the Unit.
 3. **Clinical Placement Records and Evaluations:** Units will be required to keep copies of all student **Clinical Placement Records and Evaluations** for a period of **at least seven years**, and individual Units may elect to keep these records indefinitely. Records may be kept either as paper copies or in electronic form. Electronic copies will be required to have a CD (or similar) backup.
 4. **Student Responsibilities:** Students will be responsible for maintaining complete records of their Course Outlines and Clinical Placement Records and Evaluations.
 5. **Unit Responsibilities:** In order to ensure that students are aware of their responsibilities the Calendar will have an explicit entry vis-à-vis this policy, and Units will include a statement of responsibilities in students' orientations and handbooks, as well as in each course outline. **Course Outlines** and **Clinical Placement Records and Evaluations** will be kept by each Unit in accordance with items 2 and 3 above.
 6. **Expectations for the future:** It is expected that Units will move towards increasing the amount of documentation that is stored electronically. It is understood that Units would ensure there are electronic back-ups as well, to ensure no important data is lost.
 7. **Other Records:** Any other records maintained at the Unit and/or instructor level are wholly at the discretion of the individuals/units concerned. This may refer to notes kept by academic advisors, counselling reports etc. These records must be kept in a secure location and disposed of in the appropriate manner.

8. **Disposition:** All records, files and materials that require disposition must be done through Dalhousie University disposition services.
9. **Review:** The Records Storage Policy will be reviewed every two years.