**SUNY College of Environmental Science and Forestry Institutional Records Policy**

The records committee governs the retention and disposal of all student records in order to be certain that the information collected, stored, and disseminated is consistent with fair information practices.

The records committee is charged with monitoring all systems which contain personally identifiable information in order that each individual’s right to privacy is protected, that the information collected is used only for the purpose for which it was intended, and that every safeguard to protect that privacy has been made by each office which has access to such information. The records committee is further charged to:

* Develop a set of appraisal standards to determine the academic, administrative, fiscal, legal, and historical/research value of each student record;
* Ensure that records and documents deemed by the committee to have value are adequately protected and maintained;
* Assist the archivist in the development of retention standards for records which have archival value; develop a records management program for all vital records;
* Publish a retention and disposal schedule which is in compliance with local, state, and federal laws. Before publication and implementation of the schedule, legal review and official institutional sanction should be secured;
* Designate a member or members of the committee to monitor legislative impact on record retention and recordkeeping practices; review periodically the program for records retention and disposal;
* Inform the institutional community of fair information practices;
* Develop a training program for institutional personnel responsible for the storage and maintenance of records;
* Insist that all offices within the institution adhere to the published record retention and disposal schedule; assist offices within the institution in improving their records control systems;
* Assist in the development of guidelines for due process to correct any violation of fair information practices.

Membership of the records committee shall include the registrar, the director of financial aid, the director of admissions, the director of business affairs, the director of the computer center, and the director of institutional research. The chairperson is the vice president for academic affairs

(Reference: The Registrar’s Guide: Evolving Best Practices in Records and Registration)