Procedure for Storing Student Files

This procedure is to preserve and protect Tri-County Career Center student coursework, testing, and records by the use of storage devices, duplicate physical or digital records, security files, or other measures that ensure both the preservation and security of the records from fire, theft, vandalism, and other adverse conditions.

All current school year and one-year past student files and documents will be secured in fireproof storage cabinets in the Adult Education office. These files will be maintained by the office staff in the office.

Any document older than the two year will be moved to the storage area in the maintenance building. The big order for the next year is to scan all old records. Then we will start with scanning records as they get moved to the warehouse. The hard copy documents will be continued to be stored in cabinets in the storage room and a digital copy maintained for permanent records.

Plan reviewed and approved by Adult Director

Plan will be reviewed annually