

## **ACADEMIC RECORD KEEPING POLICY**

The safe keeping of student records is a Government requirement of all Higher Education Providers. Because of the federated nature of the Sydney College of Divinity (SCD), the responsibility for record storage and security is shared between the SCD central office and the Member Institutions (MI). These responsibilities are divided as follows:-

### **SCD Central Office Responsibilities**

The SCD office is responsible for student academic records including:

- **Admission approvals**  
Retained for 5 years after a student graduates or for a student who discontinues study, until the maximum period for completion of the award has expired.
- **Credit for Previous Study approvals**  
Retained for 5 years after a student graduates or for a student who discontinues study, until the maximum period for completion of the award has expired.
- **Student Results**  
Retained for 5 years after a student graduates or for a student who discontinues study, until the maximum period for completion of the award has expired.
- **Academic Transcripts**  
Retained for at least 30 years after a student graduates
- **Fee Help Applications**  
Retained for 7 years after a student graduates or for a student who discontinue study, until the maximum period for completion of the award has expired.
- **Dispute Documentation**  
Retained for 5 years after the dispute has been resolved.

### **Member Institutions Responsibilities**

The MI is responsible for their student records including:

- **Enrolment / Admission Details and supporting evidence**  
Retained for 5 years after a student graduates or for a student who discontinues study, until the maximum period for completion of the award has expired.
- **Progressive Student Academic Results** - MIs responsibility for entry of up-to-date student data into database  
Retained for 5 years after a student graduates or for a student who discontinues study, until the maximum period for completion of the award has expired.

- **Dispute Documentation**

Retained for 5 years after the dispute has been resolved.

- **Overseas Student Records** – Records of overseas students living and studying in Australia (CRICOS)

CoE, attendance records, academic records, financial records and residential address retained for 2 years after a student completes their study.

Having established what records are to be kept, it is now important to detail how these records are to be stored. Copies of records can be created by photocopying, microfiche or electronic scanning.

Electronic scanning of documents into word or pdf format and stored on CD/DVD is recommended. This results in the least volume to be stored and the easiest access and printing of stored documents when required. Care, however, is needed with electronic storage because the continual change to IT storage media and computer software might make the stored data unreadable at some time in the future (eg. 5.25” floppy discs). **Data storage should be updated as and when new storage media is introduced.**

Business practices and procedures need to be developed to ensure that the off-site storage is kept up-to-date. Updating should take place at the off-site location at least once a month.

Current student academic records that are held in the Student Administration database (Edupoint) are considered secure as they are held off-site and there is an effective backup system in place. This provides adequate security for progressive current student academic results.

In the case of an MI withdrawing from the SCD, the MI must provide to the SCD a copy of all their SCD student records which are within the mandated storage framework of the SCD Academic Record Keeping Policy (those listed above as the MI's responsibility), as well as have all SCD student records in the student database (Edupoint) up-to-date, including all results.