

Office of Equity, Diversity, and Inclusion Record Retention Policy

Policy Background

Responsible Position for Policy:	Director of the Office of Equity, Diversity, and Inclusion
Office Responsible for Policy:	Office of Equity, Diversity, and Inclusion
Scope of Policy:	STUDENT, STAFF, FACULTY records
Issue Date:	08/01/2019
Last Revision Date:	08/01/2019

Policy Text

The Director of the Office of Equity, Diversity, and Inclusion will retain records of all reports, regardless of whether the matter is resolved by means of informal resolution or formal resolution for no less than seven (7) years. Reports resolved by means of informal resolution are not part of a student's conduct file or academic transcript. Reports resolved by means of informal resolution involving faculty or staff members will remain in their employee files as appropriate.

Affirmative findings of responsibility in matters resolved through formal resolution are part of a student's conduct file or employee's employment record. Such records shall be used in reviewing any further conduct, or developing sanctions, and shall remain a part of these files.

In addition to the records described above, suspension, expulsion, and withdrawal pending disciplinary action are, in general, permanently recorded on a student's academic transcript. The conduct files of students who have been suspended or expelled from the College are maintained in the Dean of Students Office indefinitely. Conduct files of students who have not been suspended or expelled will be shredded or otherwise destroyed after the seven (7) year retention deadline has passed. Further questions about record retention should be directed to the Office of Equity, Diversity, and Inclusion.

Approval Process

Frequency of Review:	This policy will be reviewed yearly.
Necessary Approval Constituents:	Director of the Office of Equity, Diversity, and Inclusion and General Counsel