



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

## Operating Policy and Procedure

**HSCEP OP:** 77.11, **Permanent Student Record and Procedures for Safeguarding and Disposal of Student Records**

**PURPOSE:** The purpose of this Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Operating Policy and Procedure (HSCEP OP) is to define the permanent student record for students of TTUHSC El Paso and to establish procedures for the secure maintenance and retention of that record.

**REVIEW:** This HSCEP OP will be reviewed by January 8 of even-numbered years (ENY) by the registrar, the assistant vice president for student services and student engagement (SSSE) or designee, with recommendations for revisions forwarded to the president by March 1.

### **POLICY/PROCEDURE:**

#### **I. Definitions**

**Permanent Student Record:** records that are directly related to a student and that are maintained by an educational agency or institution or a party acting for or on behalf of the agency or institution. Source: 34 CFR § 99.2.

Primary copy refers to the one original or "primary" version of a document. Convenience copy refers to all duplicate copies of a document. Convenience copies can be disposed of at any time and should not be kept longer than the primary copy's retention time.

**FERPA:** The Family Educational Rights and Privacy Act is a Federal law that protects the privacy of student education records.

#### **II. Policy**

A. The permanent record of a TTUHSC El Paso admitted student shall consist of: student name, social security number or student identification number, courses enrolled each term, cumulative grade point average (GPA), term GPA, hours attempted, hours earned, grades, grade points earned, degrees and certificates earned, and academic program(s). The record may also include, but is not limited to, additional documentation such as Dean's Letters, honors, academic status, and transfer credit. All other documents, while part of the record, must follow the State of Texas Records Retention Schedule for the Texas Tech University System.

B. Education records do not include:

- 1) Sole possession records – a record kept by a faculty or staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to any other.
- 2) Law enforcement records
- 3) Employment records
- 4) Medical records
- 5) Alumni or Institutional Advancement records

C. Processes for the retention of records must comply with the Texas Tech University System Records Retention Schedule<sup>1</sup> prepared by the Texas Tech University System and approved by the State and Local Records Management Division of the Texas State Library

and Archives Commission (TSLAC). The retention times apply to the primary copy, as provided in Chapter 441, Texas Government Code. These include paper, micro-media, electronic records, or other material that is involved in the transaction of official state business.

### **III. Procedures for the Secure Maintenance and Disposal of Records**

- A. The permanent record will be maintained electronically in the institutional student information system and/or in an indexed document imaging system.
- B. Digitizing processes, electronic student information systems and image systems are backed up at appropriate intervals and protected through disaster and recovery procedures maintained by the Texas Tech University System Department of Technology Operations and Systems Management (TOSM), which ensures that electronic data can be migrated to new technologies as appropriate.

TTUHSC El Paso regularly reviews educational records it maintains and periodically destroys certain records. TTUHSC El Paso will not destroy records if prohibited by state or federal law. The student's basic scholastic record is permanently maintained in the Office of the Registrar. Disciplinary records are maintained for at least seven (7) years by the Office of Student Services and Student Engagement (SSSE). Academic Success and Accessibility records are maintained for three (3) years after the last date of enrollment.

- C. The retention time of a record applies regardless of the record's format, be it electronic, micro-media, or paper.

### **IV. Student's Rights Related to FERPA**

- A. In most circumstances, TTUHSC El Paso must obtain written permission from a student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without student consent, to the following parties or under the following conditions ( 34 CFR § 99.31):
  - 1) School officials with legitimate interests;
  - 2) Other schools to which the student is transferring;
  - 3) Specified officials for audit or evaluation purposes;
  - 4) Appropriate parties in connection with financial aid to a student;
  - 5) Organizations conducting certain studies for or on behalf of the school;
  - 6) Accrediting organization;
  - 7) To comply with a judicial order or lawfully issued subpoena;
  - 8) Appropriate officials in cases of health and safety emergencies; and
  - 9) State and local authorities, pursuant to specific State law.
- B. Students who desire that all of their directory information not be released must submit a written request to the Office of the University Registrar.
- C. Students who wish to review their education records should contact the Office of the Registrar. The Office of the Registrar or an appropriate University staff person will make the needed arrangements for access and notify the student of the time and place where the records may be inspected. When a record contains information about more than one student, the student may inspect and review only the records which relate to him/her.
- D. TTUHSC El Paso is not required to provide copies of educational records unless distance prevents the student from access. Reasonable fees for copies of records may be charged by the University.
- E. Students have a right to request an amendment to their educational records to ensure their accuracy. Students also have the right to file a complaint with the U.S. Department of

Education concerning alleged failures by the health science center to comply with the requirements of the Family Educational Rights and Privacy Act.

- F. The right to file with the U.S. Department of Education a complaint concerning alleged failures by University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605
- G. FERPA rights apply to all students in attendance and former students. FERPA rights do not apply to deceased students or persons who have applied but not attended. Requests for records of a deceased student will be reviewed on a case-by-case basis. The University reserves the right to deny the request.
- H. FERPA rights begin on the first day of enrollment in a TTUHSC El Paso academic program.

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<sup>1</sup>The State of Texas Records and Retention Schedule for the Texas Tech University System may be accessed at the Texas State Library and Archives Commission's webpage, *Certified State Agency Records Retention Schedules* (<https://www.tsl.texas.gov/slrn/state/schedules>).