

STUDENT RECORDS RETENTION

I. Purpose

The purpose of the policy is to provide general guidance for the management of student records and provide a framework for what is to be retained. The Records Retention Schedule (4310.Exhibit.01) further defines the parameters set forth in this policy.

II. General Statement of Policy

- A. Student records are an essential part of the educational process. Student cumulative files are kept for the benefit of the student and are retained by Western Dakota Technical College (WDTC) as required by law.
- B. In the event of the closure of WDTC, the South Dakota Board of Technical Education will ensure all permanent records of current and former students will be maintained and available. The Board may be contacted at 800 Governors Drive, Pierre, South Dakota 57501.

III. Definitions

- A. A “record” is any information recorded in any way, including, but not limited to written and printed documents; electronic media; magnetic tape (microfilm and microfiche); film; diskette or CDs; video or audio tapes. This includes transcripts or other records obtained from a school in which a student was previously enrolled. (American Association of Collegiate Registrars and Admissions Officers definition)
- B. “Student records” are records which contains information that is personally identifiable to a student and maintained by an educational agency or institution or by a party acting on behalf of the school. (American Association of Collegiate Registrars and Admissions Officers definition)
- C. For records retention purposes, WDTC defines a “student” as an individual who has submitted an application for enrollment at WDTC.

IV. Reporting Procedures

- A. None

V. Dissemination of Policy and Training

- A. This policy shall appear on the policy webpage on the WDTC website.

Legal References:

20 U.S.C. § 1232g Family Educational and Privacy Rights

34 CFR Part 99 Family Educational Rights and Privacy Act

34 CFR § 668.24(e)(1) Standards for Participation in Title IV, HEA Programs

38 CFR § 21.4209(f) Vocational Rehabilitation and Education

Board Approved 07/11/2019; Committee Reviewed 8/1/2021; Committee Reviewed 3/7/2023; Committee Reviewed 5/19/2025