

Administrative Policy & Procedure 308 – Appendix A

ACCESS/RETENTION/DISPOSAL OF A STUDENT FILE/FILE/RECORD

A student file/record is maintained for each student as outlined in Administrative Procedure 308. The purpose of this Administrative Procedure is to clearly outline the procedures for accessing, retaining and disposing of a student file/record.

1. Student file/records are to be kept locked at all times when there is no supervision by authorized staff. Electronic files are to be secured.
2. Staff members of the College shall have access to student file/records when the information contained in the file/records is necessary and relevant to the matter being dealt with by that person.
3. When a student file/record contains a test, test result, evaluation or information about a test, the student accessing the student file/record is entitled to review the test, test result, evaluation or information about a test.
4. Requests for a correction of information in a student file/record shall be made in writing to the Director who will investigate and determine whether or not the correction is warranted. If the correction is denied, the person making the request shall be informed of the right to appeal the decision to the President. A file/record shall be kept of all requests and responses.
5. If a student transfers to another school in Alberta, the Director of the school from which the student transfers shall on receipt of a written request from the new school send a copy of the student file/record to the new school.
6. If a student transfers to another school outside Alberta, the school from which the student transfers shall on receipt of a written request from the student send a copy of the student file/record to the new school.
7. The Director shall disclose information contained in a student file/record to the Department of Justice or its designate or to the Department of the Solicitor General and Public Security or its designate when requested by either Department or that Department's designate.
8. Retention / Disposal:
 - 8.1 The official student file/record is maintained by the office of the Administration Officer for a period of 7 years after final activity (withdrawal, completion or graduation).
 - 8.2 After the 7th year of final activity the certificates and transcripts will be maintained electronically, and the physical student file will be destroyed via a confidential shredding company.

Adopted: June 17, 2021

Reviewed/Revised: August 13, 2024 TB, September 26, 2025 TB