



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 Office of the Dean and the teaching bodies). These responsibilities are divided as follows:

SCD Central Office Responsibilities

The Office of the Dean 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 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.

Teaching Body Responsibilities

The teaching body is responsible for its 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** – the teaching body has 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, written requests for deferral, suspension, cancellation or extension, financial records and residential address retained for 2 years after a student completes their study.

All records are to be maintained securely and confidentially to prevent unauthorised or fraudulent access to private or sensitive information, including information where unauthorised access may compromise academic or research integrity.

All records referred to above are to be held in electronic form; written or printed records are to be transposed to electronic form in a timely manner. All electronic records are to be held securely either on the institutional server or in cloud-based systems with enterprise grade security and backed up off-site at least daily. Older records held on physical storage devices pending disposal after transfer to the server or cloud-based system will be stored in a secure environment.

For the period of their retention, electronic records will be transferred to formats readable via contemporary technology as necessary.

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 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.

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