



COLLEGE ADMINISTRATIVE PROCEDURE MANUAL

| Procedure Title | Procedure Number | Page(s) | Date Adopted: |
|------------------------------------|-------------------------|----------------|----------------------|
| Student Permanent Records Security | FJ - II | 2 | 8/26/2025 |

BASED ON BOARD POLICY

| Section | Policy Title | Policy Number | Date Adopted: |
|----------------|---------------------|----------------------|----------------------|
| F – Students | Student Records | FJ | 8/26/2025 |

The Director of Student Records shall be responsible for the protection of permanent records and responsible for maintaining a current inventory of all records stored at off-site locations. A diskette of the certified class rolls shall be produced by the Office of Records & Registration for each semester, summer term, or any other enrollment period within two weeks after these rolls are received by the Office of Records & Registration. The diskette of certified class rolls shall be stored at an off-site location and shall be retained for a period of time to include fiscal year end plus three years.

Additionally, a diskette of official grade rolls shall be produced within two weeks after the end of each semester, summer term, or any other enrollment period. The diskette of grade rolls shall be stored at an off-site location and shall be retained for a period time to include end of the academic year in which the data is posted to the transcript plus five years.

Student admission information will be imaged and stored on the computer hard drive of the Student Enrollment Services imaging system. Annually, during the fall semester, imaged copies of MCC admissions applications of students, who have not enrolled after three years will be purged. Annually, during the fall semester, two diskettes of imaged copies of high school transcripts, college transcripts, General Education Development (GED) test scores and other test score reports for students who have not enrolled after three years will be produced by the Office of Admissions & Recruitment. One diskette will be stored at an off-site location and the other will be stored in the Office of Admissions & Recruitment. These diskettes will be retained permanently.

Permanent records (official college credit and non-credit transcripts) for each student who has attended McLennan Community College are maintained permanently. Microfiche copies of the official college-credit transcripts for students who attended MCC from 1966-1992 are stored in the Office of Records & Registration and a duplicate set is stored at an off-site location. Non-credit transcripts for students who attended MCC from 1977-1992 are copied on microfiche and stored in the same manner as college-credit transcripts. The original hard copy of college transcripts for students attending MCC from 1966-1984 are stored in locked cabinets at the MCC warehouse.



Credit and non-credit transcripts for students who have attended MCC from 1992 to present are maintained electronically through the College's student computer system. The computer services department backs up this system daily and information is stored on tapes and maintained permanently at an off-site location.