



Student Records Management Policy

Framingham State University has established student records management policies that ensure the protection and security of student academic records. The Office of the University Registrar maintains in perpetuity the confidentiality, integrity, and security of all physical student academic records in its on-campus office and all digital records are maintained and secured in accordance with the University's [Acceptable Use Policy](#) and in conformance with the Commonwealth of [Massachusetts Statewide Records Retention Schedule](#). As described in the University's Information Security Program, *"each administrative office and academic department that maintains official records must develop and implement documented records management practices consistent with the University's Students Records Management Policy, and the Commonwealth of Massachusetts' requirements for retention, disposal and proper handling of records."* Electronic student academic records are backed up nightly and as well as sent 'real time' to an offsite storage location for safe keeping in event of emergency. Consistent with the New England Commission of Higher Education (NECHE) standards and other State and Federal requirements, the University regularly updates its disaster planning and recovery policies and procedures as described in the Information Security Program and the [Annual Security Report](#).

Safeguarding Student Records in the Event of University Closure

In the event of institutional closure, Framingham State University, arrangements would be made with the Massachusetts Department of Higher Education (Mass DHE) and NECHE to secure records and afford students access to their records. The institution would comply with all requirements including:

- NECHE's [Considerations When Closing and Institution of Higher Education](#);
- NECHE's recommendations for [Teach-Out Plans and Teach-Out Agreements](#);
- Mass DHE's [Massachusetts Board of Higher Education's Institutional Closure](#) requirements;
- Mass DHE's [Records from Closed Institutions](#) for transcripts and diploma information.

Questions or concerns regarding this policy should be directed to the [Office of the University Registrar](#) or the [Office of Information Technology Services](#).

Policy effective beginning Fall 2018.