

 <p>RHODE ISLAND COLLEGE</p> <p>OFFICIAL POLICY</p>	<p><i>College Records</i></p>	<p>EFFECTIVE DATE/REVISION HISTORY: <i>New policy effective 2013/07/02</i></p>
<p>RESPONSIBLE OFFICE: <i>Information Services</i></p>	<p>POLICY OWNER: <i>Assistant Vice President for Information Services</i></p>	<p><u>LINK TO HOME PAGE OF RESPONSIBLE OFFICE</u></p>

PART 1. RATIONALE

Rhode Island College relies on its information systems to meet its operational, financial, and information requirements. These systems and related data, as well as records in non-electronic format, are important assets of the college. The college maintains a system of internal security controls to safeguard these assets, but all members of the college community share responsibility for the security and confidentiality of the information to which they have access. This policy develops a mandate and a framework for divisional policies on college records within the custody of the respective divisions.

PART 2. SCOPE

This policy applies to data obtained, created, maintained, and/or made available to internal or external parties, regardless of format, by any employee of Rhode Island College or any individual or entity acting on behalf of Rhode Island College.

PART 3. DEFINITIONS

<p>Term: N/A</p>	<p>Definition: N/A</p>
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PART 4. STATEMENT OF POLICY

College Records

- A. Use of college information and its information systems shall conform to the requirements of the college's Responsible Computing Policy and federal and state law. These laws include, but are not necessarily limited to, the Family Educational Rights and Privacy Act (FERPA), the Gramm-Leach-Bliley Act, the Rhode Island Access to Public Records Act, and the Rhode Island Right to Privacy Act.
- B. Custodial Responsibilities

All data contained within the college's records systems, whether electronic or other media, shall be maintained by a custodian generally responsible for the substantive information contained within the records. These responsibilities relate to the following records:

 1. official student applications, academic records, and financial aid records that are maintained by Admissions, the Records Office, the Office of Financial Aid, academic departments, and individual faculty, under the supervision of the Vice President for Academic Affairs
 2. official student records maintained by the units of the college under the supervision of the Vice President for Student Affairs
 3. official financial, personnel, facilities, and institutional research and planning records maintained by units of the college under the supervision of the Vice President for Administration and Finance
 4. official alumni and related records maintained by Vice President for Advancement and College Relations

PART 5. PROCEDURES

- A. In consultation with the Assistant Vice President for Information Services, each vice president shall develop procedures for maintaining records data in the following manner:
1. Specify appropriate controls to protect the information resources from unauthorized modification, deletion, or disclosure. Controls shall extend to data maintained for the college by external organizations.
 2. Provide for controls to ensure the accuracy and integrity of the data.
 3. Ensure that records are safely stored.
 4. Provide ready access to those persons authorized to use the data.
 5. Ensure privacy and confidentiality where required by college policy or by law.
 6. Track when and with whom records data is shared, both internally and externally to the college.
 7. Ensure that persons gaining access to data understand that they may use the data only for the stated purpose(s) intended and that normally the data may not be shared with third parties.
 8. Ensure that records are destroyed when no longer needed and no longer required to be maintained by law.

PART 6. GUIDELINES

N/A

PART 7. RESPONSIBILITIES

Responsible Official	List of Responsibilities
Vice Presidents	Develop procedures for college division for which they are responsible

PART 8. CONTACTS

Subject	Office or Position	Telephone Number	Email
Policy Clarification	Assistant Vice President for Information Services	(401) 456-8200	avpis@ric.edu

PART 9. POLICY ENFORCEMENT

Violation(s)	Failure to abide by provisions specified in Part 4
Potential consequences	Under FERPA, penalties for uncorrected violations may lead to a cutoff of federal funding.
Where to report violations	Assistant Vice President for Information Services, (401) 456-8200, avpis@ric.edu

PART 10. FORMS/TEMPLATES/REFERENCE DOCUMENTS

[Family Educational Rights and Privacy Act of 1974](#) (FERPA)

[Gramm-Leach-Bliley Act](#), 15 USC, Subchapter I, Sec. 6801-6809, Disclosure of Nonpublic Personal Information

[RIC Responsible Computing Policy](#)

[Rhode Island Access to Public Records Act](#) [R.I.G.L. Chapter 38.2]

[Rhode Island Privacy Act](#) [R.I.G.L. 9-1-28.1]