



CMI

College of the Marshall Islands

Accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC)

P.O. Box 1258
Uluga Campus
Majuro, Marshall Islands, MH 96960

Tel: (692) 625-3394/3291/4931
Fax: (692) 625-7203
Email: bor.regents@cmi.edu

COLLEGE OF THE MARSHALL ISLANDS

BOARD RESOLUTION-No: 2025 - 003

“A RESOLUTION TO APPROVE POLICY 333: ACCESS, RETENTION, AND DESTRUCTION OF STUDENT RECORDS”

WHEREAS, the CMI Act of 1992 includes under the responsibilities of the Board of Regents, approval of “such policies and standards as it may deem necessary for the effective operation of the College,”

And

WHEREAS, the proposed policy, along with the establishment of digital student records through the Jenzabar Sonis student information system and the ongoing digitization of older records, fulfills the team recommendation for improvement from the college’s last ACCJC comprehensive review for CMI “to update its recordkeeping system to consistently maintain student records permanently, securely, and confidentially, where access, retention, and destruction of records are in place,”

And

WHEREAS, the proposed policy has been recommended by the Enrollment Management Committee and the Executive Council.

NOW, THEREFORE, BE IT RESOLVED:

That the Board of Regents approves Policy 333: Access, Retention, and Destruction of Student Records

I, **Kathryn Relang**, Chair of the Board of the College of the Marshall Islands, do hereby certify that the above is a true and correct copy of a resolution adopted at the meeting of the Boards College of the Marshall Islands on March 3, 2025 at which a quorum was present and voted.

DocuSigned by:

3DEA0F855553420...

Kathryn Relang

Chair, Board of Regents
College of the Marshall Islands



CMI

College of the Marshall Islands

Accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC)

P.O. Box 1258
Uluga Campus
Majuro, Marshall Islands, MH 96960

Tel: (692) 625-3394/3291/4931
Fax: (692) 625-7203
Email: hor.regents@cmi.edu

CMI POLICY NO. 333

Access, Retention, And Destruction of Student Records

Status:	Active
Effective Date:	March 3, 2025
Approval Date:	March 3, 2025

Policy Statement

College of the Marshall Islands ensures that all students' records are maintained safely and confidentiality with access, retention and destruction practices are carried out according to schedule.

Reason for the Policy

The purpose of the policy is to provide relevant departments with the clear directions of maintaining students records and ensuring that the relevant schedule is adopted for access, retention and destruction of records

Definitions

Student Records

Include all information and documents College of the Marshall Islands Admissions Office collects from students or creates for students at the time of admission to the college through graduation, completion of academic goals, or after the student ceases to register for classes.

**CMI****College of the Marshall Islands**

Accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC)

P.O. Box 1258
Uluga Campus
Majuro, Marshall Islands, MH 96960Tel: (692) 625-3394/3291/4931
Fax: (692) 625-7203
Email: bor.regents@cmi.edu

Student records do not include information or documents collected or created based on individual counseling sessions provided by the Counseling Department, and records related to law enforcement, which includes the college's Public Safety office, are excluded.

Family Educational Rights and Privacy Act (FERPA)

FERPA is a federal law that protects the privacy of student information and education records.

Student Record Files

Normally include the student's identification number, residence classification, sex, past and current enrollment, academic and attendance status, educational benefits, ethnic background, high school graduation, grade reports, permanent records of academic work completed, transcripts received from other schools and colleges attended, test scores, counseling information, directory information as defined below, and correspondence and petitions related to the individual student and other pertinent information provide in documents filed for admission to the College.

Directory Information

Refers to information that is not generally considered harmful or an invasion of privacy if disclosed. It typically includes basic personal information about individuals associated with an organization that can be made publicly available without violating privacy rights

Physically Destroyed

When an object, material, or structure is physically destroyed, it means it has been damaged or broken to the point where it no longer functions as intended or cannot be restored to its original state. This could involve tearing, smashing, burning, or any other form of physical damage that renders the item unusable or unrecognizable.

Digitally Destroyed

When something is digitally destroyed, it refers to data or digital information being erased, corrupted, or rendered inaccessible. This could involve deleting files, overwriting data, using software to securely erase information, or physically destroying the storage media (such as hard drives or CDs) where the data is stored to prevent recovery.

Combined Definition

In both digital and physical contexts, "destroyed" means rendering something completely unusable, inaccessible, or unrecognizable. Whether by physical means (such as breaking or burning) or digital methods (such as deleting or corrupting data), the term implies a total and often irreversible process of damage or elimination.



CMI

College of the Marshall Islands

Accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC)

P.O. Box 1258
 Uliga Campus
 Majuro, Marshall Islands, MH 96960

Tel: (692) 625-3394/3291/4931
 Fax: (692) 625-7203
 Email: bor.regents@cmi.edu

Records submitted to the college become the property of the college. The college does not return original documents to students or others. Students may request a copy of a student record maintained by the college, and the college reserves the right to charge a fee for these copies. The college also complies with the requirements of the Family Educational Rights and Privacy Act (FERPA). Except as permitted or required by law, the college does not release student information or records without the student's written consent.

Student Records Management Schedule

Types of Student Records and Retention Periods

1. Admissions Records

- **Examples:** Application forms, transcripts, letters of recommendation
- **Retention Period:** 2 years after decision if not enrolled; 5 years after graduation or last attendance if enrolled

2. Academic Records

- **Examples:** Grade reports, transcripts, academic advising records
- **Retention Period:** Permanently for transcripts; 5 years for other academic records after graduation or last attendance

3. Financial Aid Records

- **Examples:** Financial aid applications, award letters, loan documents, Scholarships and grants
- **Retention Period:** 7 years after graduation or last attendance

4. Disciplinary Records

- **Examples:** Disciplinary action reports, conduct records
- **Retention Period:** 5 years after graduation or last attendance

5. Health Records

- **Examples:** Immunization records, medical history forms
- **Retention Period:** 5 years after graduation or last attendance

6. Student Services Records

- **Examples:** Residence Records, Counseling records, career services records
- **Retention Period:** 5 years after graduation or last attendance

Actions and Schedule

1. Receiving Records

- **Action:** Initial collection and classification of records
- **Responsible Position:** Admissions Officer, Student Services Officer



CMI

College of the Marshall Islands

Accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC)

P.O. Box 1258
 Uliga Campus
 Majuro, Marshall Islands, MH 96960

Tel: (692) 625-3394/3291/4931
 Fax: (692) 625-7203
 Email: bor.regents@cmi.edu

- **Schedule:** Ongoing, as records are created or received
- 2. **Filing Records**
 - **Action:** Organizing records in appropriate storage (physical or digital)
 - **Responsible Position:** Records Clerk, Administrative Assistant
 - **Schedule:** Within 1 week of receipt
- 3. **Duplicating Records**
 - **Action:** Making copies for backup or dissemination, and the original physical records to remain in their designated storage location. Digital duplicates should be stored in a secure electronic document management system or a cloud-based storage solution. Ensure regular backups of digital records are performed and stored in a secure, off-site location.
 - **Responsible Position:** Records Manager, IT Specialist
 - **Schedule:** As needed, particularly for critical records
- 4. **Digitizing Records**
 - **Action:** Scanning physical records to create digital copies
 - **Responsible Position:** Digital Archivist, IT Specialist
 - **Schedule:** Monthly or as part of an ongoing digitization project
- 5. **Destroying Records**
 - **Action:** Securely disposing of records that have met their retention period. When records are scheduled for destruction, both the original and any duplicates must be destroyed simultaneously to ensure complete disposal and compliance with the retention policy. Destruction of records requires proper authorization from the VPASA. A destruction request form must be completed, detailing the records to be destroyed, the justification for destruction, and the approval signatures from the necessary authorities which includes shredding to ensure records are rendered unreadable or irretrievable. A destruction log must be maintained, recording the date of destruction, the method used, the personnel involved, and any other relevant details to serve as an audit trail to verify compliance with the records retention policy and legal requirements.
 - **Responsible Position:** Records Manager, Admissions Officer
 - **Schedule:** Last week of each quarter (e.g., March, June, September, December)



CMI

College of the Marshall Islands

Accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC)

P.O. Box 1258
 Uliga Campus
 Majuro, Marshall Islands, MH 96960

Tel: (692) 625-3394/3291/4931
 Fax: (692) 625-7203
 Email: bor.regents@cmi.edu

Schedule

Record Type	Receive	File	Duplicate	Digitize	Destroy	Responsible Position	Department Access
Admissions Records	Ongoing	Weekly	As needed	Monthly	After 2/5 years	Admissions Officer/Records Officer	Admissions Office Counseling Academic Affairs WAVES Financial Aid FABS
Academic Records	Ongoing	Weekly	As needed	Monthly	Permanently/ 5 years	Registrar/ Records Officer	Admissions Office Counseling Academic Affairs Financial Aid WAVES FABS
Financial Aid Records	Ongoing	Weekly	As needed	Monthly	After 7 years	Financial Aid Director/ Financial Aid Officer	Admissions Office Financial Aid Academic Affairs WAVES FABS
Disciplinary Records	Ongoing	Weekly	As needed	Monthly	After 5 years	Student Services Officer/Administrative Assistant	Admissions Office Counseling Academic Affairs WAVES
Health Records	Ongoing	Weekly	As needed	Monthly	After 5 years	College Nurse	Admissions Office for Vaccination Records only Health Clinic
Student Services Records	Ongoing	Weekly	As needed	Monthly	After 5 years	Student Services Officer/Records Office	Admissions Office Counseling Academic Affairs WAVES Health Clinic
Counseling Records	Ongoing	Weekly	As needed	Monthly	After 5 years	Counseling	Counseling Academic Affairs WAVES



CMI

College of the Marshall Islands

Accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC)

P.O. Box 1258
Uluga Campus
Majuro, Marshall Islands, MH 96960

Tel: (692) 625-3394/3291/4931
Fax: (692) 625-7203
Email: bor.regents@cmi.edu

Statements of Elaboration of Policy

The College of the Marshall Islands recognizes the importance of ensuring that students' records are maintained safely. At the same time, the College has a responsibility to ensure that all student information are protected under the FERPA

Cross References to Related Policies and Regulations

Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)

Admissions Policy

Responsible Officer

Vice President for Academic and Student Affairs

Key Offices Involved in Implementation

Dean of Student Success, Adult Basic Education, Admission & Records

Procedures or Forms

Date of Initial Policy



CMI

College of the Marshall Islands

Accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC)

P.O. Box 1258
Uluga Campus
Majuro, Marshall Islands, MH 96960

Tel: (692) 625-3394/3291/4931
Fax: (692) 625-7203
Email: bor.regents@cmi.edu

Date(s) of Any Revisions

Highlights of Revisions

Signature

Signed by:

BDDDD0C0BE9644B7...

3/9/2025

Dr. David A. Newnham, President

Date

References