

SAFETY OF RECORDS

Policy:

Pearl River Community College will insure the safety of administrative and student records.

Procedure:

Student records prior to 1981 are on microfilm and are stored in a fireproof safe. Student records from 1981 to the present are computerized and the following steps are used to secure these records.

1. A daily backup of the entire administrative computerized record system which includes student records is done and placed in a fireproof safe.
2. A weekly backup of the entire administrative computerized record system is done and sent to the Forrest County Center to be placed in a fireproof safe.