

## **Attachment 9 – Preservation of Student Records**

## **Preservation of Student Records**

Student academic and financial files (active-inactive-graduate) are maintained in a secure fire resistant file room or in fire resistant file cabinets located in the school's administrative area. Students receiving Pell funding have duplicate files maintained at ITT/ESI headquarters in Carmel, Indiana.

All current graduate placement files are maintained in locked files in the Career Services offices. Older graduate placement files are maintained in the secure fire resistant file room. All active personnel records are maintained in locked files in the school Director's office. All inactive personnel records are maintained in fire resistant file cabinets. All active and inactive personnel files are duplicated and maintained at ITT/ESI headquarters. Student academic, graduate placement and financial records, as well as faculty compensation analysis records are also computerized and backed up daily.

The information contained in the student's financial aid, academic and placement files is maintained at the school for a minimum of seven years. The student's final transcript, transcripts, if any, from other colleges, and the student's graduate placement document are kept indefinitely. Most other academic records are maintained for 10 years