
BP: 8045**EDUCATION RECORDS**

The Board of Education recognizes the importance of safeguarding student education records. Education records are those records maintained by the College, or by a party acting for the agency or institution that are directly related to a student.

It is the policy of the Board of Education to keep education records for students to comply with state and federal laws and regulations.

Non-Education Record Information

Records kept in the sole possession of the person creating them are not considered education records. These include personal notes, memory aids, and handwritten notes not shared with others.

A copy of this policy and administrative procedure shall be made available to students upon request.

The President or designee shall develop appropriate administrative policies/procedures to implement this policy.

END OF POLICY**Legal Reference(s):**[ORS 341.290\(17\)](#)[OAR 166-450-0000 to -0125](#)[OAR 589-004-0100 to -0750](#)**Administrative Policies and Procedures:**[8045](#)**DATE OF ADOPTION: 11/25/13****DATE(S) OF REVISION(S): 04/22/19****DATE OF LAST REVIEW:**

Southwestern Oregon Community College is an equal opportunity employer and educator.