GOOD SAMARITAN COLLEGE OF NURSING AND HEALTH SCIENCE	POLICY TITLE:
Purpose of Policy:	*Record Retention Description*
Scope:	☒Faculty ☒Staff ☒Student ☐Visitor ☐Other
Committee(s) Responsible:	*Enrollment Management*
Location of Policy:	*J Drive/Policies and College Web Site.*
Attachments:	*None*
Forms Location:	*G Drive/Working Folders*
Related Policies:	
Date Approved by Committee:	*05/18/15*
Prior Revision Dates:	*04/08, 05/10, 05/15*
Next Revision Date:	
Date Policy Effective:	*07/01/2015*
Final President Approval:	*06/01/2015*

Records shall be kept in a safe, secure, and accessible manner.

College records are maintained electronically on the GSC Data Management Systems (Sonis/SonisWeb, ImageNow, and/or PowerFAIDS). Electronic files are backed up and secured routinely by the data management system vendors and TriHealth.

Student Records:
Four files are maintained while the student is in the program.

Academic File - This file includes all admissions, transfer, withdrawal, academic standing (academic transcript), Student Success, and other records pertinent to the student's enrollment at the college. Academic records are maintained for a minimum of five-years.

Financial Aid File - This file includes the student's financial aid records. Financial Aid records are maintained according to the five-year federal guideline.

Evaluation File - This file contains nursing student course evaluations. This file is in paper form and kept in a secure manner in the Dean of Academic Affair's secretary's office. Evaluation files are maintained for 6 months after graduation, except withdrawal and dismissal records will be held for 2 years.

Health File - This file includes the student's health self-assessment, immunizations, and health records during the program. This file is in the Employee Health office and on the GSC Data Management

System. They are maintained according to policy and procedure of Employee Health Department.

Archival Records:
The (student's) permanent record includes admission, transfer, withdrawal, dismissal or graduate records, academic standing, complete transcripts indicating credential granted and date of completion of the program and, any other record that might be determined pertinent while the student attended the program. Records prior to June 2000 are digitalized and backed up and secured on the TriHealth data management system. Records prior to 1987 include student health/medical record.

Faculty/Teaching Assistant (TA)/Adjunct/Support Staff Records:
Faculty and other department personnel employment records are kept in the President's administrative offices and the Human Resources Department of the hospital.

Faculty employment records maintained in the College include resume and educational transcripts reflecting preparation and experience; letter of appointment to position and annual contracts for appropriate department positions; and other records pertinent to the individual's employment at the College. If the faculty member is a nurse, verification of nursing license is also included.

Support Staff department personnel employment records maintained in the College include resume and educational transcripts reflecting preparation and experience; and other records pertinent to the individual's employment at the College.

TA's and adjunct faculty currently working at the College records include resume, educational transcripts, academic credential, including years of teaching experience and letter of appointment. If the individual is a nurse, years of clinical practice and verification of nursing license is also included.

Records of former employees are maintained according to Human Resources Department practices either in the College and/or Human Resources Department.

Administrative Records:
General Files are kept in the President's administrative offices. These pertain to the policies and communications related to general administration of the College. Minutes of all meetings are maintained in various administrative offices or the copier room and stored for five years.