



LAWGRACIA GLOBAL COLLEGE

... Building bridges. A path to world's Greatness

DOCUMENTATION STORAGE AND RETENTION POLICY

Purpose

Lawgracia Global College is committed to maintaining accurate and reliable documentation.

This policy outlines the procedures for storing and retaining documentation.

Scope

This policy applies to all documentation created, received, or maintained by Lawgracia Global College.

Principles

1. Confidentiality: Documentation will be stored and retained in a confidential and secure manner.
2. Integrity: Documentation will be accurate, complete, and up-to-date.
3. Availability: Documentation will be accessible and retrievable when needed.

Documentation Types

1. Student Records: Student records, including academic and personal information.
2. Financial Records: Financial records, including invoices, receipts, and bank statements.
3. Staff Records: Staff records, including personnel files and my evaluations.
4. Academic Records: Academic records, including course materials, assessments, and grades.

Storage and Retention Procedures

1. Physical Storage: Documentation will be stored in secure, locked cabinets or rooms.
2. Digital Storage: Documentation will be stored on secure, password-protected digital systems.
3. Retention Periods: Documentation will be retained for the following periods:
 - Student records: (7 years)
 - Financial records: (6 years)

- Staff records: (7 years)
 - Academic records: (7 years)
4. Disposal: Documentation will be disposed of securely and in accordance with data protection regulations.

Access and Authorization

1. Authorized Personnel: Only authorized personnel will have access to documentation.
2. Access Controls: Access controls will be in place to prevent unauthorized access.

Monitoring and Review

1. Regular Audits: Regular audits will be conducted to ensure compliance with this policy.
2. Policy Review: This policy will be reviewed and revised as necessary.