

# EDUCATIONAL RECORDS

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## **Storage and access to educational records:**

Prior to 1994, permanent educational records were hard copy documents that were kept in secure storage systems and offices. After 1994, educational records became a combination of hard copy documents and digital records in the student information system (SIS).

In 2012, the Banner Document Management system (BDM) was implemented, and the process of scanning hard copy educational records into digital records began. Currently, processes are in place to have all hard copy educational records digitized into the Banner Document Management system or a secured shared drive. UNA faculty and staff who are granted secure access to hard copy or digitized student records must complete IT security training, FERPA training, and training on accessing/indexing student records in BDM.

## **The permanent educational record of the student consists of the following:**

- All classes taken at UNA and the grades earned for those classes.
- All classes transferred to UNA from other accredited institutions of higher education and the grades earned for those classes.
- All non-traditional credit granted by UNA, i.e., CLEP, AP, etc.
- All degrees awarded by UNA.

All of the permanent records above are captured on the student's official transcript.