

Records Retention Guidelines

Permanent Student records are stored virtually through our imaging (Image Now) system. Student files within school/program offices can be kept but should only include information that pertains to the specific programs certification/verification requirements.

As the “Official Keeper of Records” for the MGH IHP, the Registrar is responsible for upholding regulations in regards to privacy of student information. Violations of any regulations related to the keeping of student records are considered to be felonious and will be prosecuted to the full extent of the law.

General Guidelines:

Type of document	Stored Where	For How Long
Placement Scores	Image Now/Admissions	Indefinitely
Residency classification documents	Image Now/Registrar	Indefinitely
Acceptance letters	Image Now/Admissions	Indefinitely
Advanced Placement Letters	Image Now/Registrar	Indefinitely
Application for Admission	Image Now/Admissions	Indefinitely
Entrance Exam reports	Image Now/Admissions	Indefinitely
Final Transcript	Image Now/Registrar	Indefinitely
Medical Records	Image Now/Registrar	Indefinitely
Relevant Admissions Correspondance	Image Now/Admissions	Indefinitely
Transcripts – High School	Image Now/Admissions	Indefinitely
Transcripts – other colleges	Image Now/Admissions	Indefinitely
Transfer credit documentation	Image Now/Registrar	Indefinitely
Drop/Add Forms	Image Now/Registrar	Indefinitely
Enrollment related correspondence	Image Now/Registrar	Indefinitely
Grade Change Forms	Image Now/Registrar	Indefinitely
Letters of recommendation	Image Now/Admissions	Indefinitely
Registration forms	Image Now/Registrar	Indefinitely
Verification or Certification documentation	Image Now/Registrar & Program Offices	Indefinitely
Financial Aid Records	Image Now/Fin Aid	3 years after graduation or last date of attendance
ADA Documentation	Image Now/Stu Serv	5 years after graduation or last date of attendance

Beginning in Fall 2015 - Student records are electronically stored from the point of matriculation and remain permanently stored on our imaging (Image Now) system.

All student records prior to Fall 2015 have been scanned and are now permanently imaged through our imaging system.

Access to student files is granted to any IHP official as long as it relates to the students academic progress while pursuing a degree/certificate program. Copying of any data from a student file must be cleared by the Registrar.

Academic transcripts provided for program use MUST NOT be copied for any reason.

Admissions materials MAY NOT be released to any student/applicant. Refer to the FERPA guidelines mentioned below for clarification on this matter.

Please refer to the online catalogue for detailed FERPA (Students' Right to Privacy) guidelines.

The MGH Institute maintains an imaged copy of all student records indefinitely with contents as described above. In addition to this imaged file, our student information system provides virtual access to all current and past student records. In addition, access to our former student information system is possible for failsafe reasons.

Admissions documents such as letters of recommendation, essays, official transcripts, and offer letters are currently kept in imaged format. All other admissions information such as test scores, previous education, and GPA are stored within our student information system. With the implementation of our new online application system in April 2010, application documents submitted are also available virtually.

Prior to the change to DATATEL, grading records were kept only on paper. All grading records since the conversion to DATATEL are now kept virtually. All grading records prior to the conversion are kept both in paper and digital format.

Institutional Closing

In the event that the Institute would cease operations, the Institute and the Registrar would arrange to have records moved to a location available to former students. Students would be properly notified of that location and the procedure necessary to obtain official transcripts as needed.

A comprehensive review of all records needed for fiscal and legal closure would be completed and provided to the administration or to the agency supervising disposal of charter and property.

The Massachusetts Department of Higher Education, The New England Commission of Higher Education (NECHE – formerly NEASC), and all other accrediting bodies, would be notified about the filing and maintenance of academic records and will follow all applicable guidelines as provided by NECHE's [Considerations When Closing an Institution of Higher Education](#) and the DHE's [Notice of Closure Guidelines](#).

Updated – January 2019