



NIU College Duplicate Records Policy

This policy applies to all records created, received, maintained and held, in all formats, by staff of NIU College. Records are defined as documents, regardless of format, which facilitate the operations and business of the NIU College and which are thereafter retained for a period of five years to provide evidence of its activities and transactions.

Records must be managed via systems and processes ensuring efficiency and consistency throughout their life cycle of creation, distribution, use, maintenance and disposition.

- Records must be managed and stored in a suitable format to retain quality, relevance, accessibility, durability and reliability. Any transfer to another format must have due regard to retain these qualities.
- Records must be kept securely as suits the confidentiality and importance of the content, being protected from unauthorized or unlawful disclosure.
- Records must be accessible and retrievable as required to support business efficiency and continuity.
- Records must be retained or disposed of in compliance with the Records Retention Schedule.
- Records must undergo appropriate destruction when no longer required, in an organized, efficient, timely and (where necessary) confidential manner.

All records including personnel, financial matters, student attendance and educational progress and outcomes data are kept in the main campus, both physically and digitally.

All students must enroll at the main campus and therefore all documents are kept at this site. The extended classroom is only used as a workshop and no documents are kept in that location.

Students' documents are digitally saved on Notion and physically kept in student folders at the main campus.

Students' attendance, progress and grades are kept by the instructor and sent over to the main campus by email. The registrar then prints them and keeps them in a binder as a physical copy, and saving a digital copy as well.