

**ELIZABETH CITY STATE UNIVERSITY**  
**Policy on the Storage and Disposition of Student Records**

**Preamble**

Elizabeth City State University's (ECSU) Office of the Registrar is the official custodian of student records in regards to student enrollment and academic standing. This policy governs the process of the Storage and Disposition of Student Records.

**A. Storage of Student Records**

1. Student records are stored in a fire-proof vault in the Registrar's Office and a secure location in Dixon Hall.
2. Student records are also stored on CD-ROMS located in a fire-proof vault in the Registrar's Office and with the Office of Administrative Computing in the Information Technology Center.
3. Computerized records generated after 1994 are backed up nightly by Administrative Computing and stored on tape.

**B. Disposition of Student Records**

1. The Disposition of Student Records is governed by the University of North Carolina University General Records Retention and Disposition Schedule.