

DEPARTMENT: Registrar
POLICY NAME: Secure Recordkeeping
POLICY NUMBER:
OWNER: Registrar
EFFECTIVE DATE: 06.30.2025

SCOPE

This policy applies to all current and former students of Meritus School of Osteopathic Medicine (MSOM), as well as to administrative staff responsible for maintaining student academic records.

PURPOSE

The purpose of this policy is to establish MSOM's commitment to the long-term preservation and maintenance of student records and transcripts. This ensures compliance with institutional standards and provides students with lifelong access to their official academic records.

POLICY

MSOM maintains official records and transcripts for all students indefinitely. These records are preserved in a secure and accessible manner to ensure accuracy, integrity, and availability for students, alumni, and authorized third parties, in accordance with institutional requirements and applicable regulations.

1. Custodian of Record

- The Registrar is designated as the Custodian of Record for all student records at MSOM.
- The Registrar exercises control over student records in the ordinary course of business and is responsible for adherence to this policy and Family Educational Rights and Privacy Act (FERPA), reviewing access requests to ensure a legitimate educational interest, and overseeing file retention and destruction according to the Record Retention and Destruction Schedule.

2. Training

- Upon hire, all MSOM employees are informed of their privileges and responsibilities regarding student records access.
- Initial FERPA training is conducted during onboarding and repeated annually.
- Additional guidance related to FERPA and secure student recordkeeping is provided by the Registrar upon request.

3. Record Access

- Access to physical and electronic student records is requested through a Role-Based Access (RBA) form at the time of hire.
- The IT department, in coordination with the Office of the Registrar, enforces access controls and grants employees the appropriate level of access based on the RBA form.
- Access privileges are reviewed and updated as roles change and/or revoked upon termination of employment.

POLICY MANAGEMENT

The Registrar is responsible for the development, implementation, and maintenance of this policy. It is reviewed periodically and housed in the electronic policy management system. Questions regarding this policy should be directed to the Office of the Registrar.

RELATED DOCUMENTS

FERPA Policy and Training Procedure

[MSOM Academic Catalog and Student Handbook](#)