

# MANUAL OF PROCEDURE

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**PROCEDURE NUMBER:** 4088

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**PROCEDURE TITLE:** Destruction of Student Records

**STATUTORY REFERENCE:** FLORIDA STATUTES 119.01

**BASED ON POLICY:** I-25 Retention and Destruction of Records

**EFFECTIVE DATE:** August 1, 1977

**LAST REVISION DATE:** ~~March 18, 2004~~, March 11, 2024

**LAST REVIEW DATE:** ~~March 18, 2004~~, April 12, 2024


## I. PURPOSE

To provide for the routine destruction of student records at Miami Dade College.

## II. PROCEDURE

General correspondence and routine materials that are stored shall only be destroyed in accordance with the [General Records Schedules for Public Universities and Colleges](#) provided by the Division of Libraries and Information Services, Florida Department of State (Refer to Policy I-25).

Confidential Records and disciplinary records will be maintained in the Dean of Students Office. Confidential records may include, but are not limited to, such items as psychological or evaluative information records, health records, and other records of a private or personal nature involving the relationship of a student with the College.

	
04/12/2024	
<b>PRESIDENT</b>	<b>DATE</b>