I. PURPOSE

To provide for the routine destruction of student records in the Student Deans Office at Miami Dade College or in other appropriate offices (academic records and discipline records are maintained in separate files at the College).

II. PROCEDURE

General correspondence and routine materials that are stored shall only be destroyed in accordance with applicable laws.

Confidential Records and disciplinary records will be maintained in accordance with the established schedule for record retention (Refer to Policy I-25). 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.