MANAGING STUDENT FILES

A student file consists of a series of hard copy student related documents that collectively meet the business needs of the University. The documents relate to the admission, enrolment, progression and graduation of the student, and in some cases the records stored on a student file provides the evidence for the data held in Student One *(Curtin's online student services system)*.

How should student files be titled?

File titles should always contain the following information relating to the student:

- Family Name *(surname)* – written in UPPERCASE.
- First Name *(given name).*
- Student ID Number.

For example: BLOGGS, Joe – 2345678.

How should student files be stored?

Files can be stored in any order that suits your area's business processes. All records relating to an individual student should always be kept together on a single file that clearly identifies the name and ID number of the student.

Examples of filing methods may include:

- Semester or year groupings.
- Course of enrolment.
- Alphabetically by family name.
- Numerically by student ID number.

When hard copy information is scanned to create an electronic version, it is important to remember that the original source records must still be kept *(in their original format)* for as long as it is required for legislative and business reasons. However, once the records have been successfully scanned they can be either placed on the appropriate student file or batched and submitted to RIM for storage. For additional support, you may wish to read our advice sheet on **Scanning and Source Records**.

Where student files are maintained in an electronic format ONLY, care should be taken to ensure that all information relating to a single student is saved to an individual folder *(titled with the students name and ID number)* on a shared network drive or in a shared email mailbox. Please note, there are risks associated with keeping student files on shared network drives, such as accidental deletion of information.

Where are student files located?

Primary student files are maintained by the Student Services Centre, however secondary files may also be created and maintained in other areas of the University.

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How long are student files kept for?

Once student files become inactive, they need to be processed according to the file type *(as outlined below)*, then transferred to Records & Information Management for storage.

Files of students who are enrolled in and/or have completed a:

- Undergraduate or Honours course, or Postgraduate Coursework qualification *(including Masters by Coursework and Postgraduate Diplomas and Certificates)* are to be retained for a minimum of 10 years after the student graduates or withdraws, before seeking approval for destruction.

- Masters by Research and Doctorate must be kept for 75 years after the student graduates or withdraws, before seeking approval for destruction.

- Masters and Doctoral Theses are retained permanently.

What about reports and lists that contain multiple student entries, how long are these kept for?

Records with multiple student entries, such as reports and lists, should be batched and assigned the appropriate disposal authority code.

For more information relating to sentencing information and disposal authorities, please refer to the following advice sheets:

- **Sentencing Information**.
- **What are Disposal Authorities?**

Need further assistance?

Please do not hesitate to contact us via phone on 9266 7050, or by email at: **rim@curtin.edu.au**, should you require additional assistance with managing student files. For information management advice of a general nature, you may wish to visit our website at: **rim.curtin.edu.au**.

This advice sheet is made under and supports the **Information Management Policy** and associated **Procedures**.

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