

# Policies: Conduct Records Retention

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The disclosure of information from student records retained by the Dean of Students Office is subject to the [Family Educational Rights and Privacy Act](#).

In cases where the final disposition of a disciplinary case is expulsion, the Dean of Students Office retains student discipline records indefinitely. If the final disposition is a sanction other than expulsion, the Dean of Students Office retains student discipline records for seven years from the date of the notice of final disposition. When there have been repeated disciplinary violations, all student discipline records pertaining to an individual student will be retained for seven years from the date of the final disposition in the most recent case.

All non-disciplinary related files in the Dean of Students Office will be retained for seven years from the date of the most recent update to the student record.

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