Location of Student Records Procedure	Procedure Number	3.4.1P
	Effective Date	January 24, 2012

1.0 PURPOSE

In accordance with Board Policy 3.4 Student Records, the purpose of this procedure is to outline our compliance with federal and state law and provide guidance on records disclosure not covered by federal and state law.

2.0 REVISION HISTORY

Adopted on: 1/24/12
Revised on: 9/26/23

3.0 PERSONS AFFECTED

Students, faculty and staff are affected by this procedure.

4.0 DEFINITIONS

A. *Student* – Any person who attends or has attended Laramie County Community College.

B. *Education Records* – Directly related to the student and are maintained by the institution or by a party acting for the institution, except those not defined as education records by FERPA (such as sole possession notes, the records of the law enforcement unit and alumni records obtained after the student's enrollment). Records may include but are not limited to: written documents, computer media, video or audio tapes or CD's, film, email and/or photographs.

5.0 Procedures

Student records are maintained in a variety of locations throughout campus. Records in the Office of the Registrar are managed as recommended by Procedure 9.5P Records Retention, AACRAO guidelines and State of Wyoming Statute.

Types, Locations, and Custodians of Educational Records

A. Admissions Records – Office of the Registrar
B. Cooperative Education Records—School of Outreach & Workforce Development
C. Counseling Records—Individual Counselor, Counseling & Campus Wellness Office
D. Testing Records—LCCC Testing Centers and Exam Labs, Cheyenne Campus, Albany County Campus
E. Cumulative Academic Records— Office of the Registrar
F. Disciplinary Records—Dean of Students
G. Housing Records—Director, Residential Living & Learning
H. Advising Records—Director, Enrollment Services, Enrollment Services offices, individual faculty members, faculty offices
I. Student Financial Aid Records—Director of Financial Aid & Scholarships, Financial Aid & Scholarships Office