1. General
   A. The President delegates to the Provost or designee responsibility for developing institutional policies governing the form and variety of student records to be maintained in the University, the nature of the information to be collected, and the way in which such student information is to be recorded, maintained, used, and eventually disposed of. Such institutional policies shall be consistent with Oregon laws and federal statutes and regulations.

   B. In the development of these policies, the Provost will give faculty and students an important voice, consistent with the nature of the academic community.

2. Definitions
   “Personal Records” means records containing information kept by the institution, division or department concerning a student and furnished by the student or by others at the student’s or the institution’s, division’s or department’s request. Information shall include but not be limited to, record of grades attained, information concerning discipline, counseling, membership activity, employment performance, and other individual student behavioral records.

Responsible Office: Registrar