

School of Nursing Policy SON-05

Files and Records

Effective Date

Fall 1993

Last Revision Date

4/1/2022

Responsible Party

School of Nursing staff, faculty and administration.

Scope and Audience

Files generated within the School of Nursing that must be retained for accreditation, historical, financial, educational, and/or other purposes. All students enrolled in the School of Nursing.

Additional Authority

BSU: University Records, Archives, and Publications (Policy 1020), Student Privacy and Release of Information (Policy 2250), Employee Files (Policy 7530), Information Privacy and Data Security (Policy 8060)

1. Policy Purpose

To identify the different types of files available in the School of Nursing and define how long they are kept by the school.

2. Policy Statement

The policy for file retention is based on the file type.

Administrative Files

Files stored for accreditation purposes. These files are stored in a central R: drive location. Files should be regularly archived on a rolling basis. Accreditation files should be stored for seven years.

Applicant Files

Files of unsuccessful applicants are secured electronically and are destroyed after the next application cycle.

Student Files

Stored electronically on a secure server at Boise State or are kept in locked file cabinets, depending on the Program. Students may review their file in the presence of a Student Services staff member or appointee by appointment. Student files include admission data, communications to and from the student, communications about the student's academic status, anecdotal notes, clinical performance evaluations and health records. Copies of articles in students' files may be made for students upon request.

Depending upon the reason given for needing copies, a charge for copying may be assessed.

Graduate Files

Contents of each student file are stored for three years from the date of graduation.

Other Video Content

Video content created for marketing or other purposes. "Working files" are considered files that are active and can be used for multiple years. "Archived Files" are content that are no longer needed but should be stored in an archive state in case it is needed for future retrieval, historical, or accreditation purposes.

3. Forms

N/A

4. Related Information

BSU: [University Records, Archives, and Publications \(Policy 1020\)](#), [Student Privacy and Release of Information \(Policy 2250\)](#), [Employee Files \(Policy 7530\)](#), [Information Privacy and Data Security \(Policy 8060\)](#)

CHS: None

SON: None

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Revision History

Fall 1993, Summer 2021, 4/1/2022