

Title: Appraisal and Management of Student Records

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Abstract:

Reporting on a project funded by ICA's Programme Commission, this session will examine international practice in regard to the appraisal and management of student records. Institutional records of students comprise the information in any form (paper, electronic etc.) evidencing the studies and activities of an individual student at all levels of tertiary education: bachelors, masters, PhD etc. They are among the most fundamental and comprehensive of university records. However, there are great differences in how their appraisal and disposition is managed from institution to institution and country to country.

In 2011 the International Council on Archives' Section on Archives of the University and Research Institutions (ICA/SUV) launched a global survey of practice to help inform the writing of guidelines on appraisal and archival responsibilities for student records. This session will report on the survey findings of the survey and outline present the guidelines. The session will also consider what kind of appraisal methods and management approaches are applied to student records in different parts of the world and what guidelines and recommendations may be applied to ensure that student records of enduring value are captured by or for the archives. In particular we'll focus on modes of managing student records in electronic and paper environments, appraisal strategies, their theoretical and legal implications, data protection issues, preservation, and digitization of existing paper records.