

# Retention of Student Records

The Culinary Institute of America permanently maintains data for its enrolled students in both paper and electronic form. Data for withdrawn and graduated students is archived electronically.

Paper documents are kept in locked, fireproof file cabinets at each campus. Electronic documents are stored within the student information system as well as the document management system and are backed up via secure backup software. They are encrypted both at rest and in transit and archival backups are stored remotely using a cloud-based service, also encrypted. Academic records are accessible by the registrar and his/her designees only.