Accreditation Implementation Report

Summary of Self-Study Assessment

The College identified a concern that fireproof file cabinets might not protect other types of media from the high temperatures of a fire. Another possibility of insuring the safety of student records was to relocate them to another location away from the VAX computers.

AACJC Recommendations - Storage of Student Records

1. **Review the practices related to storage and safety of student records, paying particular attention to ensuring that the files are protected from fire and other disasters.**
2. Look into purchasing fire-resistant containers especially designed to protect tapes and film.
3. Re-locate the back-up tapes that are currently in the Admissions and Records Office to another building on campus that is at a distance from the computers where the hard disk resides.

Current status

The information that is stored on back-up tapes used to be “Aldrich” records but are now simply data. All student records were migrated to the new SCT Banner Student Information System. We have placed back-up copies of the data tapes in fireproof media containers that are stored in the Library building away from the VAX computers.

With the adoption of Banner, student records are not stored in computers at the campus. All of the Banner records are being kept on the Banner computer located at the University of Hawai‘i, Manoa campus. Presumption is that regular maintenance and backups are being done.

Practices related to the storage of Banner records will be an issue for the Banner central steering committee.