

guardian on request in accordance with current regulations; if not requested, documents are destroyed at the school concerned one year after graduation, withdrawal, or death of the student.

Special Education files: Records pertaining to tests and evaluations of students and documentation of individual needs for special education programs. Included is follow-on correspondence and case files relating to mediations and hearings. Records are cut-off after final decision and retired to WNRC after 5 years. When 20 years old, the records are destroyed.

Secondary school absentee files: Destroyed at the school after one year.

Secondary school academic record files (high school transcript): 1. Permanent file. 2. When a student transfers to another DOD dependents school, this file (transcript) is forwarded by mail to officials of the receiving school on request. 3. When a student transfers to a non-DOD school, a copy of the transcript is forwarded to the receiving school on request in accordance with current regulations. 4. Files not forwarded to another DOD school are retained at the school concerned for four years, the regional office for one year and then retired to the WNRC (or East Point FARC if in the Panama region) for an additional sixty years.

Secondary school report card files: Released to parents of students or student (if over eighteen years of age) at the end of the school year or on transfer of student.

Secondary school teacher class register files: Retained at the school concerned for five years and then destroyed.

Secondary school class reporting files: Destroyed at the school after one year.

Credit transfer certification files: Destroyed at the school after one year.

Secondary school student files: 1. Retained at the school concerned for two years after graduation, withdrawal or death of the student. 2. When a student transfers to another school: a. A copy of the record may be released to the parents or student (if over eighteen years of age) for hand-carrying to the receiving school. b. An official copy of the record will be forwarded to the receiving school in accordance with current regulations upon request. (The original record is retained at the school.)

College absentee files: Destroyed at the school after one year.

College academic record files (college transcripts): 1. Permanent file. 2. When a student transfers to another college or university, this file (transcript) is forwarded by mail to officials of the receiving school upon receipt of an

authorized request. 3. Original files (transcripts) are retained at the college for ten years then retired to East Point FARC.

College report card files: Released to student at the end of the semester or school year, or on transfer of student.

College teacher class register files: Retained at the school for five years and then destroyed.

College class reporting files: Destroyed at the school after one year.

Credit transfer certificate files: Destroyed at the school after one year.

College school student files: 1. Retained at the school for two years. 2. When a student transfers to another school: a. A copy of the record may be released to the parents or student (if eighteen years of age) for hand-carrying to the receiving school. b. An official copy of the record will be forwarded to the receiving school upon request pending receipt of authorized request. (The original record is retained at the school.)

Automated files: Automated files are normally retained for one year. However, this may vary as all information is documented in the manual files and the information in automated form may be destroyed earlier or later than one year for various internal purposes.

#### SYSTEM MANAGER(S) AND ADDRESS:

Director, Department of Defense Dependents Schools, 1225 Jefferson Davis Highway, Crystal Gateway 2, Suite 1500, Arlington, VA 22202-4301.

#### NOTIFICATION PROCEDURE:

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the Director, Department of Defense Dependents Schools, 1225 Jefferson Davis Highway, Crystal Gateway 2, Suite 1500, Arlington, VA 22202-4301.

#### RECORD ACCESS PROCEDURES:

Written requests for information on the records system and for instructions concerning personal visits may be forwarded to the principal of the school within four years after graduation, transfer, withdrawal, or death of student.

The fifth year, the principal should be contacted for elementary records or the system manager for secondary records.

Subsequently, all requests for secondary records may be forwarded to the Headquarters, Department of the Army, (DAAG-AMR), Washington, DC 20310, except for information from schools in Panama. These requests should be sent to Director, DODDS-Panama, APO Miami 34002.

All requests for college records should be sent to the college for the first ten years, then to the Director, DODDS-Panama, APO Miami 34002.

#### CONTESTING RECORD PROCEDURES:

The OSD rules for accessing records, for contesting contents and appealing initial agency determinations are published in OSD Administrative Instruction 81; 32 CFR part 311; or may be obtained from the system manager.

#### RECORD SOURCE CATEGORIES:

Information is obtained from the individuals concerned and their parents/guardians, teachers and school administrators.

#### EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

#### WUSU03

#### SYSTEM NAME:

Uniformed Services University of the Health Sciences (USUHS) Student Record System (*February 22, 1993, 58 FR 10923*).

#### CHANGE:

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#### RETENTION AND DISPOSAL:

Delete entry and replace with 'Files are cut off upon graduation, transfer, withdrawal, or death of student, and held for 20 years, after which they are transferred to the Washington National Records Center. Fifty years after cut-off, the records are destroyed.'

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#### WUSU03

#### SYSTEM NAME:

Uniformed Services University of the Health Sciences (USUHS) Student Record System.

#### SYSTEM LOCATION:

The file will be maintained in the Registrar's Office, USUHS, 4301 Jones Bridge Road, Bethesda, MD 20814-4799. Supplemental files consisting of student evaluation forms, grades, and course examinations pertaining to their Department will be maintained in each department by department chairperson, as well as in the Registrar's office.

#### CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Records will be maintained on all students who matriculate to the University.

#### CATEGORIES OF RECORDS IN THE SYSTEM:

Grade reports and instructor evaluations of performance/achievement; transcripts summarizing