

HILLSBOROUGH

Community College 

TABLE A
Student Paper Records

Campus	# of Lockable File Cabinets	Security Protocol to Access Student Paper Records	Backup Plan for Paper Records
Brandon	20	Student paper records are stored inside locked cabinets in access-restricted ARR Offices at each campus. The ARR Office is locked to non-ARR staff of the College as well as to the general public. Selected staff members (typically the Assistant to the Dean and Supervisors) have keys to the file room and/or file cabinets; other ARR staff members obtain the key when needed. No student records are released without proper authorization, identification and credentials from the person making the request in accord with College and FERPA guidelines.	HCC's Electronic Student Database and microfilm/microfiche (for records created prior to 1986) serve as back-up for paper records.
Dale Mabry	39		
Plant City	25		
Ybor City	18		
DAO	5		