

Responsible Officer		Head Of Departments	
Contact Officer		Dr. Ajay Telang, ajay@pidc.edu.my	
Version	Authorization by	Approval Date	Effective Date
3.0	The CEO of PIDC	Nov 2023	Dec 2023

POLICY STATEMENT

This policy has been agreed upon by the academic committee following extensive discussions and deliberations as recorded in the academic committee minutes (10/15) dated 22/10/2015. It shall serve as a guideline for storage and destruction of all academic records. The policy has been reviewed for implementation for the PIDC MAHSA DDS (2+3) Program.

1. Storage of Academic Records

- 1.1 Internal academic records which includes the following, but is not limited to: Attendance registers, Clinical records, Assignments, pre-clinical work submissions, Mini Tests & ESOT records of students from year 3, year 4 and year 5 shall be stored at the department level.
- 1.2 It is the responsibility of the head of department to insure safety and secrecy of the records.
- 1.3 All academic records should be stored at the department level only for a maximum of six months after the student has successfully passed the professional year end examination.

2. Destruction of Academic Records

- 2.1 Once the student academic records surpass the minimum storage time it is the responsibility of the Head of the Department to ensure that all academic records are transferred from the department to the administrative executive (Maintenance) for waste management through recycling.
- 2.2 All academic records will be disposed and signed off in the presence of three witnesses on the directive initiated by Dean.

BREACHES OF POLICY

Failure to comply with these guidelines will be grounds for disciplinary action.

REVIEW

This policy will be reviewed periodically and amended accordingly.

HISTORY

Version	Authorized by	Approval Date	Effective Date	Sections modified
1.0	The CEO of PIDC	3 rd Nov 2015	4 th Nov 2015	--
2.0	The CEO of PIDC	July 2017	July 2017	Restructured all the Clauses
2.1	The CEO of PIDC	Feb 2020	Feb 2020	Clauses numbers added to each statement.
3.0	The CEO of PIDC	Nov 2023	Dec 2023	Terminologies changed in accordance of the MAHSA DDS Curriculum. E.g. Mini Tests & ESOT.