

Draft: College Closure and Disaster Recovery Plan

Bristol Community College has established policies that ensure the protection and security of student academic records. The Registrar's office at Bristol maintains in perpetuity the confidentiality, integrity, and security of all physical student academic records in its on-campus office and all digital records are maintained and secured in accordance with the Colleges' [Acceptable Use Policy](#) and in conformance with the [Commonwealth of Massachusetts Statewide Records Retention Schedule](#).

Consistent with the NECHE standards and other State and Federal requirements, the College regularly updates its disaster planning and recovery policies and procedures as described in the [Written Information Security Program \(WISP\)](#).

Safeguarding Student Records in the Event of College Closure

In the event of institutional closure, Bristol Community College, arrangements would be made with the Massachusetts Department of Higher Education (Mass DHE) and the Commission on Institutions of Higher Education (NECHE) of the New England Association of Schools and Colleges to secure records and afford students access to their records. The institution would comply with all requirements including:

- [NECHE's Considerations When Closing and Institution of Higher Education](#);
- [NECHE's recommendations for Teach-Out Plans and Teach-Out Agreements](#);
- [Mass DHE's Massachusetts Board of Higher Education's Institutional Closure requirements](#);
- Mass DHE's [Records from Closed Institutions](#) for transcripts and diploma information.

Questions or concerns regarding this policy should be directed to Bristol Online or to Information Technology Services.



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