

Destruction of Records

Coastal Alabama Community College retains the right, if not otherwise precluded by law, to destroy records as a matter of policy. However, upon written request, a student shall be granted access to and copies of his or her records, which are not excluded by the provisions included within the paragraph titled Definition of Educational Records, prior to the destruction of such records. Without a request on file prior to destruction, no copy of records to be destroyed will be furnished to the student.