

Old Filing Cabinets

Office of Admissions, Records and Retention

Recommendation 14. Student Support Services. To improve the security and confidentiality of student records, the team recommends that the college immediately ensure that the student personal information and academic records are secure from breach of confidentiality (II.B.3.f).

Even more seriously, the college must address the student academic record security issues (failure to have locked file cabinets holding student records) before a breach undermines the college's academic integrity (**WASC ACJCC Visiting Team's 2010 Comprehensive Evaluation**).



The Office has several filing cabinets acquired during the early 1993 used for filing education records of students. However, these filing cabinets have broken locking mechanisms.

There is no on-island service provider that is able to provide services especially in fixing the broken locking mechanisms. As such, improvised locking mechanisms were installed to these filing cabinets to secure students' personal and education records from breach of confidentiality while awaiting receipt of replacement cabinets ordered off-island (see **Figures 1 and 2**).

Figure 1.0. Old Filing Cabinets with broken locking mechanisms.

Replacement Filing Cabinets

The Office has purchased two sets of filing cabinets with locking mechanisms in the amount of \$27,070.00 from **Dateline Exports, Incorporated** of 21515 Bents Court, NE, Aurora, Oregon as replacements:

“Stack n Lock Trakslider complete bislider system using 36” wide cabinets, 6’ high, 4 cabinets back row, and 3 cabinets front row.”

Estimated time of arrival is January 16, 2013 (see Figure 2.0).

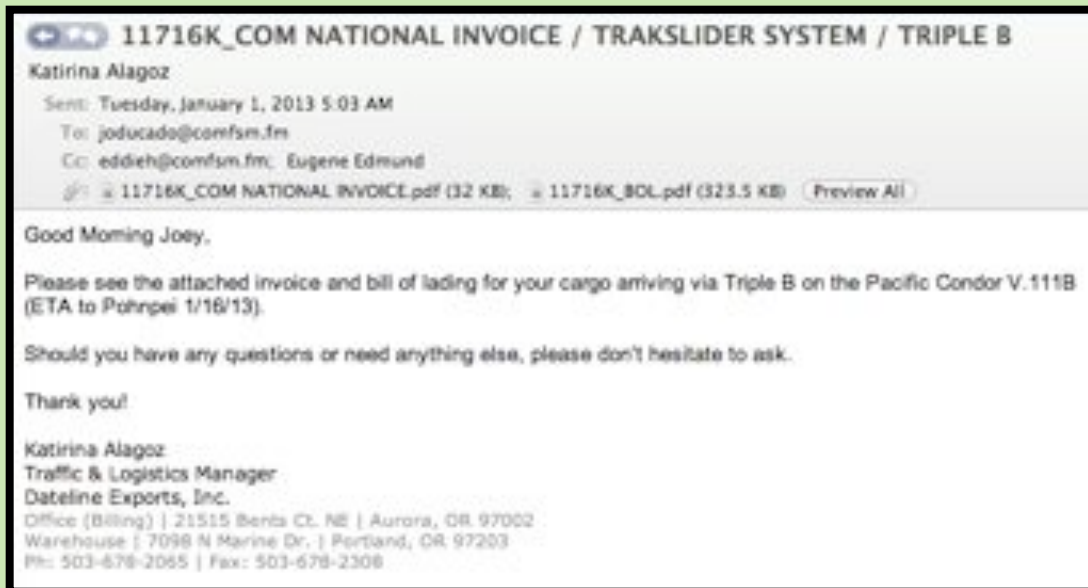


Figure 2.0. Tuesday, January 1, 2013 5:03 AM e-mail, **Katirina Alagoz**, Traffic and Logistics Manager, Dateline Exports, Incorporated, providing notice in terms of the ETA to Pohnpei of the 2 sets of filing cabinets ordered.

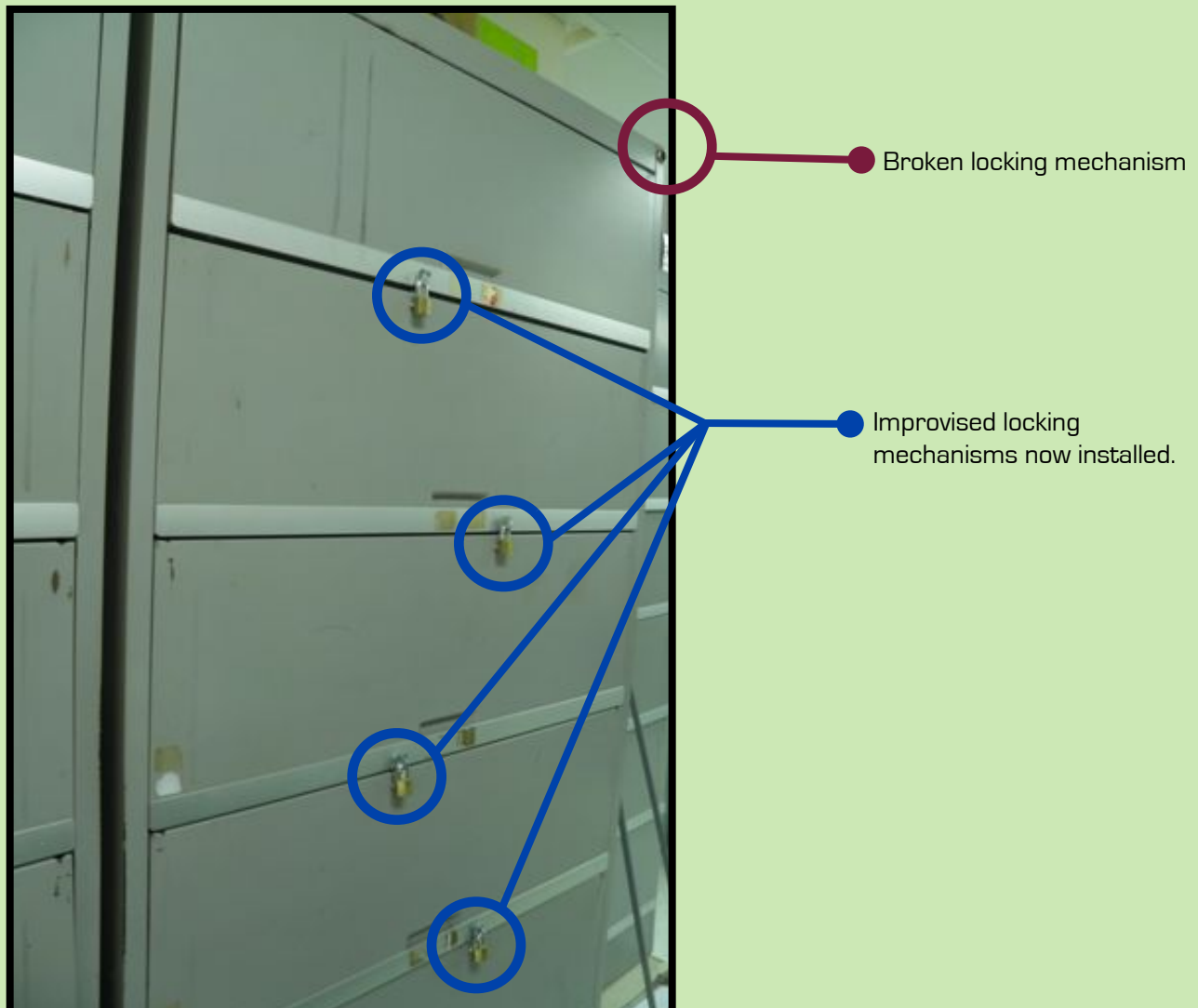


Figure 2.0. Filing Cabinets with broken locking mechanisms.

Main Entrance Door and Service Counter

Office of Admissions, Records and Retention



A dead bolt was installed as an additional locking mechanism to the office's main entrance door.

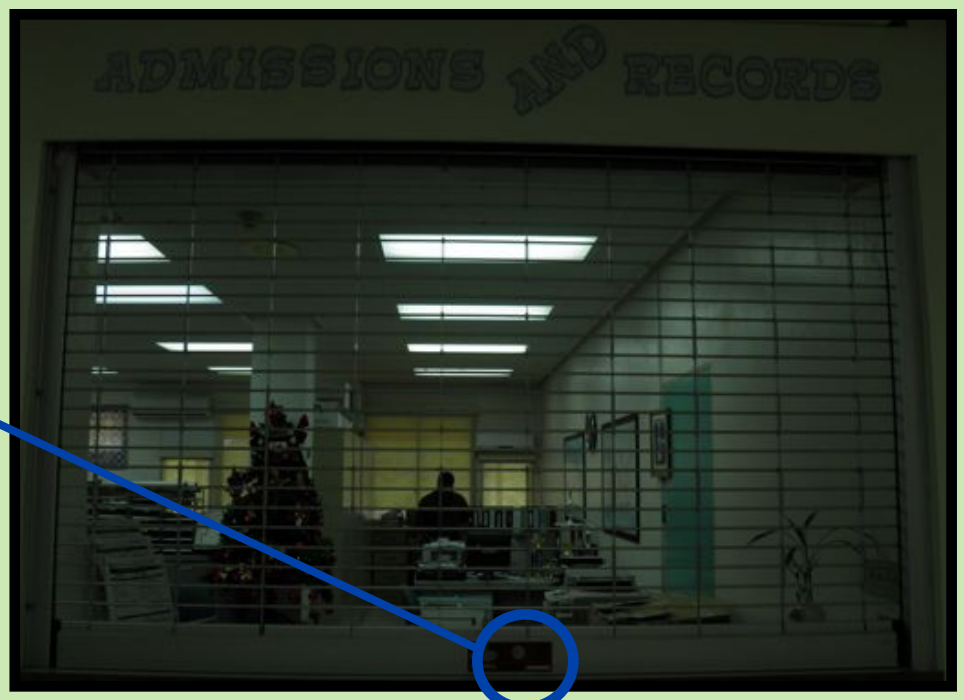
Only office's staff kept keys to the main entrance door including the **window steel rail** (see **Figure 4.0**. Office's over-the-counter service window).

Additionally, only authorized personnel are allowed access to the Office, and these include: (a) regular office staff, and (b) college's personnel who have official business especially those attributed to education records and others.

Figure 3.0. The Office's main entrance door now fitted with an additional locking mechanism (dead bolt).

Locking mechanism to the office's over-the-counter service area window steel rail. Keys to this are kept only by office staff.

Figure 4.0. The Office's over-the-counter service area windows with steel rail.



Other Filing Cabinets

Office of Admissions, Records and Retention

Figure 5.0. The following pictures show filing cabinets used by the Office to secure students' personal and education records from possible breach of confidentiality. These cabinets have functioning locking mechanisms, and keys to these cabinets are kept only by the Office's in-charged of documents and paper-records.

