

**University of Alaska**

**Classroom/Course Records Retention and Disposition Schedule**

**Retention Periods are Expressed in Years Unless Otherwise Noted**

**As of August 29, 2019**

Item	Record Title	Minimum Retention Time	Custodian Location	Disposition	Description/Details
1	<p><b>Classroom/Course Records</b>                      These records may include but are not limited to: exams and answer sheets, homework, course papers, term papers, essays, laboratory reports, syllabus, class attendance, and other assignments submitted by the student in order to fulfill the requirements of the particular course.                      Also, instructor records for the purpose of evaluation of grades such as syllabus, class attendance, student performance, paper work related to determination of a grade, and final grades.</p>	<p>One full semester (excluding summer session) after the semester in which the final grade was recorded.</p>	<p>Instructor/ Professor</p>	<p>Destroy after One full semester (excluding summer session) after the semester in which the final graded was recorded.</p>	<p>*Retention periods are stated in years unless otherwise specified.</p> <p>The classroom records pertaining to course work of any student that have not been returned to the student must be retained by the instructor for a period of one full semester (excluding summer session) after the semester in which the final grade was recorded. These records may include but are not limited to: exams and answer sheets, homework, course papers, term papers, essays, laboratory reports, and other assignments submitted by the student in order to fulfill the requirement of the particular course.</p> <p>Classroom records for the purpose of evaluation of grade must also be retained for the same retention period. These records may include but are not limited to: syllabus, class attendance, complete list of student/s performance in all relevant course work, paper work related to the determination of a grade, and record of final grades.</p> <p>Adjunct faculty and faculty departing will deliver their classroom records to their relevant department chair or designated individual.</p> <p>In case of any dispute or grievance process initiated by the student, all the above records must be retained 1 year after the end of the process. Any records or copies of records that are required for program review, accreditation purposes, or any other audit as mandated by the university may be retained for a period as deemed required by the process.</p>