

Attachment 3
Course content records retention schedule

Description of records: Course content records are comprised of final products shared with students created by instructors or designees to develop an educational interaction or a teaching opportunity. These records may include syllabi, reading lists, instructor- created audiovisual resources, and prepared assessment materials (e.g., blank exams and quizzes).

Retention length: Five (5) fiscal years from end of term when course is taught. Academic units and instructors with infrequently taught courses can contact records management staff for assistance in updating relevant course content. For unique/special lectures or audiovisual resources considered historically significant, contact university archivist for consultation. A random sampling of course syllabi will be culled annually for the University Archives.

Each academic unit is responsible for maintaining accreditation records in accordance with their accreditation body; see Accreditation Reports and Review Records 0005-367.

Restrictions may include: KSA 45-221(a)(1)(9); 20 U.S.C. § 1232g; 34 CFR Part 990; institutional policy to share course content only to those enrolled and to limit cheating/misuse. Intellectual property of these records will be governed by the University Handbook, Appendix R: Intellectual Property Policy and Institutional Procedures.

Academic units and instructors are responsible for keeping and maintaining Course Content Records. K-State Online will be the management platform for the Course Content electronic records. An email notification will be sent to the instructor and department head when the 5-year retention has been met.