

Attachment 5
Updates to Coursework Retention Schedule
Informational item

Abstract:

Proposed change to retention schedule 0025-367 Faculty Grade Books to update to current best practices and update to current business practices. The goal of the changes is to shorten the retention period to 4 years down from 10 years, give better guidance on what records should be maintained, added FERPA restrictions, and clarify that the format of the gradebooks have changed to include paper and electronic records.

Current Retention Schedule

Current Title: Faculty Grade Books

Current Description: “Documents used by faculty to record class participation, attendance, homework, grades, test grades, and other items concerning students in classes.”

Current retention period: 10 calendar years and then destroy

Current Restrictions: KSA 45-221(a)(1)(9)

Last approved in 1995

Updated Retention Schedule

Proposed update title: Coursework Records

Proposed update description: “Records created by instructional staff and students used to document students’ performance leading to a final grade. These records may include scores from assessment, feedback from instructors, coursework participation, and communications between students and instructors.” **Student work will not be retained only the comments and assessments for grade purposes will be retained.**

Proposed update retention period: reduce to 4 years

Proposed Restrictions: KSA 45-221(a)(1)(9), 20 U.S.C. § 1232g; 34 CFR Part 99

Proposed update comments:

- Each academic unit is responsible for maintaining accreditation records in accordance with their accreditation body; see Accreditation Reports and Review Records 0005-367.
- Academic units interested in retaining records longer for the purpose of research should consult with IT and records management staff.
- Academic units and instructors are responsible for keeping and maintaining these records.