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**SUBJECT: RETENTION OF STUDENT RECORDS BY FACULTY**

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I. PURPOSE: To establish policy regarding the storage of student records by faculty

II. REFERENCES:

SUU Policy and Procedures, 5.39, Records Access and Management

SUU Policy and Procedures, 5.53, University Archives and Records Policy

SUU Policy and Procedures, 6.13, Grading

III. POLICY:

- A. Personal files of faculty and staff members of the University that pertain to their professional careers, such as lecture notes, syllabi, manuscripts, copies of class rolls, etc., are not regarded as public records.
- B. Grading worksheets and copies of grade sheets will be retained for two years in case of a grade appeal or change.
- C. When a faculty member terminates employment from the University, grade sheets and course records will be retained by the department chair for two years following the completion of the course.
- D. SUU reserves the right to maintain only those records it considers useful and to set retention schedules for various categories of those records. However, the administrator responsible for each category of records will ensure that a record being challenged is not destroyed prior to resolution of the dispute. After a dispute is resolved, records will be kept for 90 days.