

SOUTH TEXAS COLLEGE
RETENTION SCHEDULE AND DISPOSAL METHODS FOR ACADEMIC AFFAIRS RECORDS
CONTAINING STUDENT INFORMATION
Approved on March 21, 2018 by Vice President for FAS Mary Elizondo

This schedule establishes mandatory minimum retention periods for records commonly found in public junior colleges. No local government office may dispose of a record listed in this schedule prior to the expiration of its retention period. A record control schedule of a local government may not set a retention period that is less than that established for the record in this schedule. Original paper records may be disposed of prior to the expiration of their minimum retention periods if they have been microfilmed or electronically stored pursuant to the provisions of the Local Government Code, Chapter 204 or Chapter 205, as applicable, and rules of the Texas State Library and Archives Commission (TSLAC) adopted under those chapters. Actual disposal of such records by a local government is subject to the policies and procedures of its record management program.

Faculty Responsibilities:

To comply with both the Texas State Library and Archives Commission (TSLAC) and FERPA regulations regarding students' right to privacy, faculty should abide by the retention schedule, as stated by the TSLAC and these procedures. In addition, faculty and staff should be judicious in their handling of gradebooks, graded/ungraded student work, and any other documents that may contain student information.

Chair Responsibilities:

The chair should provide reminders and training on records' retention and disposal on a yearly basis to make sure all faculty and staff (part-time and full-time) are aware of legal requirements and college procedures. In addition, the chair will request retention and disposal of documents in bulk, when appropriate.

Below is a list of most commonly used documents within Academic Affairs with their Retention Period and Disposal Method. However, as a college, faculty/staff are expected to comply with South Texas College's **Records Management Procedures** and all **TSLAC retention requirements** for other documents.

RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	DISPOSAL METHOD
Grade and Course Credit Records	Faculty grade books (printed and online [†])	End of academic term + 1 year	Printed gradebooks: disposed through a Secure Document Shredding Station
Grade and Course Credit Records	Graded exams and assignments not returned to students	End of subsequent long academic term (Fall / Spring) in which final grade was posted	Disposed through a Secure Document Shredding Station
Grade and Course Credit Records	Grade appeals or change requests	1 year after decision on change request	Disposed through a Secure Document Shredding Station

RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	DISPOSAL METHOD
Grade and Course Credit Records	Change of grade forms	PERMANENT*	Not Applicable
Faculty Activity and Assignment Records	Reports and similar records documenting teaching, student advisory, committee, administrative, and committee assignments of faculty members.	3 years	Disposed through a Secure Document Shredding Station
Promotion and Tenure Records	Evaluations, recommendations, and similar documentation relating to the review process for Academic Ranking for all faculty.	2 years from date of grant or denial of the Academic Ranking	Disposed through a Secure Document Shredding Station
Promotion and Tenure Records	Faculty evaluations	3 years	Disposed through a Secure Document Shredding Station
Curriculum Development Files	Reports, studies, and similar records documenting the development of new courses and programs.	5 years	Disposed through a Secure Document Shredding Station
Recruitment Records	Advertisements tearsheets, direct mail pieces, promotional literature, and similar material used to recruit students, including any training materials or manuals used to instruct recruitment representatives of a junior college.	One copy of each for 3 years	Disposed through a Secure Document Shredding Station

†Online gradebooks contained in Blackboard are secure and kept for the retention period before the courses are archived.

*The Admissions department is the permanent record-keeper for Change of Grade Forms; however, should faculty make copies of these forms, they must be disposed of in the same manner as “Grade and Course Credit Records.”