

Retention of Academic Files and Records:

Board Rule 105 states:

All records and files created, held, or received by employees or others in the scope of their work for or on behalf of the University are the property of the University. The Chancellor is authorized to develop guidelines and procedures for the collection, protection, preservation of, and access to University records and files and for appropriate archives at each campus. At the Chancellor's discretion, this authorization may be delegated to the President of each campus. In developing such guidelines and procedures, the Chancellor or Presidents may choose to refer, for general guidance only, to any document related to a Public Universities of Alabama Records Disposition Authority issued by the State Records Commission.

For many years the campus has used the Public Universities of Alabama Records Disposition Authority ("RDA") for guidance. The RDA was revised in 2002. The RDA provides the following guidance:

Retain for 2 years:

Lesson plans/syllabi; internship records; master copy of every exam given in the conduct of a class in UA's curriculum; class rolls, graded exams, papers, and other student work.

Retain 3 years:

Action taken on case and settlement of all claims:

UA Grievance files, which include records that document grievances filed by students and may contain grievance committee minutes.

Retain 5 years:

Grade books (5 years from graduation of student), individual college and departmental office student academic files and grade and course credit records, including grade change documentation, advance credit posting authorizations, and student teaching program and certification records.

Permanent:

Grade sheets submitted by instructors. (Earlier RDA included faculty grade books, grade reports, grade change documentation, advance credit posting authorizations, and grade rolls).