

Your Records Management Page

Important Information for All Sinclair Employees



Faculty Records Retention Requirements

This information is included in the College's General Retention Schedule and is Sinclair Community College policy:

Individual Faculty Members' Records of Grades

(e.g. grade books showing scores students earned on tests and other assignments, used to calculate the final grade)

–**Retain for two years after the course has concluded**, because students have two years to petition a grade. Departing faculty members should turn these in to their department.

Graded exams and papers that have not been returned to students.

–**Retain for sixteen weeks after the course has concluded**, in case students have questions or decide they want them. NOTE: faculty are not required to allow students to keep exams, but must return other work if students want it back.

For a complete listing of college records requirements, see the General Schedule in the Records Management section of the Office Handbook, available on the Intranet under Handbooks.

Secure, confidential destruction of College-related materials is available through the Records Management Dept

- Place material in boxes that close securely
- Make an Outlook appointment to meet me at the Records Center.
- Include a description of what you are destroying in the appointment invitation.

If you have any questions please contact Robert Smith at 937-512-2319, Room L02F.