Records Management

Grade Book Retention

Executive Summary

Collectively, the UM Registrars would like the grade retention policy for faculty to be extended from one (1) year to seven (7) years. The change in policy would help resolve any grade disputes that may arise after one year and would also encourage a more consistent retention policy for the campuses where grades have not been kept or are being kept for varying lengths of time.

ACADEMIC RECORDS ALL ACADEMIC DEPARTMENTS AUTHORIZATION NO. 00-015

6. Grade Books

Grade books are traditionally ledger-style books used by faculty to record student’s test and class work scores earned during the semester. The grades recorded during the semester are used to compute the final grade of the student. May also serve as backup to the official academic record held by the Registrar’s Office, when a dispute arises regarding a grade given by faculty. Records maintained in alternate formats such as computer spreadsheets must follow the same retention.

Authorized Retention:

Retain for one (1)-year at least 7 years or until contested grade has been resolved, then destroy. Campuses may choose to make an electronic copy of the gradebook (e.g., from campus learning management system.) Faculty who do not use the campus LMS are responsible for submitting an electronic copy of their gradebook via imaging or some other means.

NOTE: The retention period for grade books was approved on 8-4-97 as part of Records Retention Authorization 00-012. The item is being moved to this authorization to consolidate similar records together on the same authorization.