

How long do you need to keep course material and what do you need to keep?

Attendance records: **Keep them for three years** so that, if FAU is audited on our financial aid records, you can prove whatever you reported when you (a) gave an F and (b) responded to the pop-up that asks you about the date at which the student stopped attending classes.

Your attendance record can be whatever you want it to be. It can be sign-in sheets, your own roll book (if you call out roll and then check off names), responses to i-clicker questions, etc. If attendance is taken electronically, you will always be able to get the records of your class from the Blackboard site for the course. Sites are kept open for two years so, every year, you should archive your oldest courses so that you have them for reference if needed. (On archiving, go to [http://help.blackboard.com/en-us/Learn/9.1 SP 10 and SP 11/Instructor/060 Course Content/010 Reusing Content/Exporting and Archiving Courses](http://help.blackboard.com/en-us/Learn/9.1_SP_10_and_SP_11/Instructor/060_Course_Content/010_Reusing_Content/Exporting_and_Archiving_Courses)). Alternately, download your gradebook to Excel and keep that spreadsheet.

GTA's and adjuncts should email a copy of their attendance records to Cathy King at the end of each term.

Course materials: Keep all graded work for Spring term until the end of Fall term; keep all graded work for Summer and Fall terms until the end of Spring term.

Scantrons: keep the printout of the results from the testing center, as those will have individual students' selections on the scantron and scores on the test. You do not need to keep the scantrons.

How to dispose of course materials?

No confidential information ever appears on scantrons. So, you can confidently put them in paper recycling. No need to tear them, crush them, or otherwise torment them.

If you have put a grade on an exam or blue book, you need to safeguard that grade as private information. That makes it more difficult to dispose of the pile of paper. An easy solution is to tear the paper up into small pieces (not absurdly small ones, mind you!) and put the resulting pieces into paper recycling. Just be sure that you tear across the name/grade combination so that no one can find the small piece of paper that says "Appleton, D-."

What about tests that don't have grades on them? No worries about student privacy issues but, before putting tests into recycling, it is always best to tear them up into smaller pieces. That way, even an ambitious would-be cheater will have trouble re-assembling them.