

## 0575 Graded Work

*Description:* Faculty and instructor records regarding grades and graded papers, assignments and other work on which students are evaluated or graded.

*Examples:* Records may include examinations and tests, homework records, dissertations and theses, and term papers.

*Retention Period:*

- a) Graduate theses and dissertations: **After graduation, transfer 1 copy to Archives for review.**
- b) All other records: **Retain for 1 year, and then securely destroy.**