Record Series Commonly Used by NDSU Faculty

Following, in numerical order by each record’s Control Number, are Record Series most commonly used by NDSU faculty, to serve as a quick reference and to facilitate records management and required records disposal.

020204: COURSE LECTURE NOTES/ HANDOUTS/ MASTER EXAMS
This record series contains faculty lecture notes, handouts, master copy of exams, and miscellaneous instructional materials.

- The Office of Record Retention normally is the course instructor (Faculty Member), who must keep the record until updated.
- The Disposal Method is “Landfill/Delete Backups.”
- These records are NOT confidential/exempt by law.

020410: STUDENT COURSE WORK
This record series contains records of the exams, homework, papers, and projects completed by students that the instructor does not return to the student after grading or review. This includes, but is not necessarily limited to, internship summaries, term papers, homework, quizzes, tests, and minor projects.

- The Office of Record Retention (Faculty Member) must keep the record for one year after the current fiscal year.
- The Disposal Method is “Shredder.”
- These records ARE confidential/exempt by law.

020601: GRADE BOOK (CLASS RECORD)
This record series contains a record of grades, kept by the professor, received by each student in an academic course. This includes both electronic and paper varieties.

- The Office of Record Retention (Faculty Member) must keep the record for five years after the current fiscal year.
- The Disposal Method is “Shredder.”
- These records ARE confidential/exempt by law.

601301: GRIEVANCES
This record series contains information relating to the filing of grievances and records of all proceedings in the settlement of disputes on the campus of faculty, staff, and students. Internal memos, notes, research, and duplicate copies may also be a part of the record series, but shall be shredded when the file is closed.

- Active status ceases with the resolution of the grievance.
- The Office of Record Retention normally is the final reviewing authority and must keep the record while active plus six years.
- The Disposal Method is “Shredder.”
- The records ARE confidential/exempt by law.

Information on all Records Series in the Record Retention Schedules used at NDSU is available at https://www.ndsu.edu/recordsmanagement/records_retention_schedule/.

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