GRADE BOOKS/ GRADE ASSESSMENT DOCUMENTS

Description

Used by faculty to document scores/points awarded to students on completed exams, papers, and homework as well as electronic communication, assignment submissions, discussion, and electronic board entries that factor into the student’s final grade. Information includes instructor’s name, department, course title, class schedule, students’ names, students’ IDs, students’ daily attendance and scores on, but not limited to essays, tests, research papers, portfolios, oral presentation score sheets, scantron sheets, midterms, and final grades as well as other related information.

Retention
Agency: 1 year after official grade post and no longer needed for reference.

ONE CARD FINANCIAL TRANSACTION REPORT

Description

Used to document that a student has given written permission for money to be moved from their account to pay bills the student has incurred on campus at locations such as the bookstore, The Pitt, auto decal, and replacement identification. Information includes student signed authorization to move money out of their account as needed, student’s identification number, and their account number. Information may also include sales tapes from the calculator, and a computer generated report of the financial transactions for balancing purposes.

Retention

5 years, and until no longer needed for reference, destroy.
14488 SECURITY SURVEILLANCE INFORMATION

Description

Used for security purposes, and to document any incidents. Recording medium may be rotated out as necessary for legal proceedings or when clarity is in question. Information includes the capture of ongoing activities in specific areas in a pictorial format, time and date are captured on the images.

Retention

Non-incidents Recordings: 10 days, destroy or reuse.

Incident Recordings: Until no longer needed for litigation and appeals process, destroy.