



STORAGE AND SHREDDING OF STUDENT WORK

In accordance with Alberta's Freedom of Information and Protection of Privacy (FOIP) Act and University Academic Regulations, any graded student work that remains unclaimed after the grade appeal period must be retained for one year as follows:

- Unclaimed material from the **fall term** must be retained until December 31 of the following year and destroyed no later than January 31.
- Unclaimed material from the **spring term** must be retained until April 30 of the following year and destroyed no later than May 31
- Unclaimed material from the **summer term (sessions)** must be retained until August 31 of the following year and destroyed no later than September 30.

INSTRUCTIONS

To request the short-term storage, if necessary, and/or destruction of unclaimed student work:

1. Separate the material by term.
2. Box the material from each term in a separate box that is manageable to lift when full.
3. Seal and write "STUDENT WORK" on each box.
4. Complete all sections of this form, including a detailed description of the materials being shredded. Complete one form for each term that you have student work from.
5. Print and sign one copy of the form.
6. Affix the signed form to the first box using a small piece of tape.
7. Put in a [work request](#) with Facilities to have the box(es) moved to Records Management.

DEPARTMENT INFORMATION

Department	
Contact Person	Phone Number

STUDENT WORK DESCRIPTION

Term:	Fall	Spring	Summer	Year
Course(s):				
Number of boxes (Please do not use 2 cubic foot moving boxes)				
Photocopy paper boxes _____		Other (describe):		
Records Centre boxes _____				

DEPARTMENTAL AUTHORIZATION

Account code to charge shredding costs:		
_____	-	_____ - 6015 - _____
<small>Fund</small>		<small>Org</small> <small>Prog</small>
Authorized signature	Date	

CERTIFICATE OF DESTRUCTION (Records Management use)

Date of destruction	Shredding witnessed by:
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