

SUBJECT: FINAL EXAM RETENTION PERIOD — ONE YEAR

1. Under section 31 of the *Freedom of Information and Protection of Privacy Act*, UNBC's faculty must retain final exams (as a record that is used by the University to make a decision about a student) for a minimum of one year after being used.

Retention of personal information

s.31 If an individual's personal information

- (a) is in the custody or under the control of a public body, and
- (b) is used by or on behalf of the public body to make a decision that directly affects the individual,

the public body must ensure that the personal information is retained for at least one year after being used so that the affected individual has a reasonable opportunity to obtain access to that personal information.

2. UNBC's student calendars are the official policy document for the exam retention period. Please refer to the calendar online at <http://www.unbc.ca/calendar/>.

Undergraduate Calendar

Section 41. Student Access to Final Examinations

Final examinations will be retained by the instructor for a period of one year after the examination period, after which time they may be shredded or destroyed by other acceptable means.

Graduate Calendar

Section 20. Student Access to Final Examinations

Final examinations will be retained by the instructor for a period of one year after the examination period, after which time they may be shredded or destroyed by other acceptable means.