Department Chairs<sup>1</sup> are responsible for ensuring that final examinations and all other graded material not meant to be returned to students, and the instructor's record of how the final grades in a course were determined, are retained for at least one year after last use, and remain accessible to the Department Chair for that period.

This policy applies to all instructors. Sessional lecturers and those retiring or otherwise leaving the service of the University must notify their immediate supervisor of the on-campus storage location of the material.

<sup>1</sup> In this document any reference to a Department Chair shall also include the Director of a School or Program.