

Shredding Papers/Tests

As a professor, you will be working with a lot of papers and documents that contain students' personal and confidential information including their contact information, grades, GPA's, and other private information. There are certain ways that we handle these kind of papers. To know what information falls into this category, please see the FERPA section and see the FERPA video.

Papers with Private/Confidential Information

For any kind of papers that contain **private/confidential information**, they need to be put in the grey shredding bins in the Psych office.

Test or Exam

HOWEVER, if it is a **test or exam**, we must store those papers and answer sheets for **at least a year** before having them shredded. This is part of the records retention rule at BYU. Students are allowed to request their tests/exams up to a year after the course ended so we must keep those records. You may store the exams yourself or give them to the Psych office and we will store them for you.