



SHRI GURU RAM RAI UNIVERSITY

Pathri Bagh, Dehradun, Uttarakhand-248001, India

**Standard Operating Procedure (SOP)
for Retention and Disposal of
Examination Papers and Records**

(USED QUESTION PAPER, USED OMR SHEET & USED ANSWER SCRIPTS)

Effective from: 11-01-2024

SGRR University, Dehradun

Standard Operating Procedure (SOP) for Retention and Disposal of Examination Papers and Records

(Prepared based on Guidelines on Retention and Disposal of Examination Papers and Records approved by Board of Management in its 28th Meeting held on the 26th March 2015)

1. Preamble

The retention and disposal of University records refers to the practice of determining the length of time each record must be retained before the record can be destroyed, application of that retention period and eventual destruction (disposal) of the record and maintenance of destruction records in permanent archive.

Examination Papers and Records contain sensitive personal information and are to be disposed of by physical destruction in such a way that they cannot be retrieved or reconstructed.

2. Purpose

This guideline is intended to ensure that students' examination scripts and related records are retained for sufficient period of time to address any examination related grievances by the students and dispose the examination scripts and related records in an appropriate manner after the end of such time.

3. Scope

These guidelines apply to Examination Wing of the University that administers student examinations. It is the responsibility of the Examination Wing of the University to dispose the examination answer scripts and related records in an appropriate manner at the end of such time as they have served a specifically defined purpose.

4. Policy

4.1 Retention

The schedule below outlines the minimum storage requirements for examination answer scripts and related documents pertaining to University Examinations and Entrance Examinations:

	Type of Record	Retention Period
a)	Examination scripts (used answer booklets/Answer sheets), multiple choice question OMR answer sheets and Question Booklets	A minimum period of twelve months from the date of announcement of results
b)	Invigilators diary, Observer's report, Tabulation check lists, Marks sheet submitted by examiners, Coding slips, Examination application and attendance statement	
c)	Original Question Paper submitted by examiners (Used), Examination conduct document	
d)	Convocation application submitted by eligible candidates	A minimum period of twelve months from the completion of respective convocation
e)	Mark sheet, degree, PDC, Migration which received for any correction	A minimum period of two months or immediately after issuing new said document

Where results are disputed or due to other administrative requirements or pending legal action, answer scripts and other related papers shall be retained until the matter is finalized or all available appeal avenues are exhausted. When the matter is finalized, the standard requirement to retain examination scripts for a minimum of a further 12 months applies. Completed scripts and record should be held in a secure location with restricted access.

4.2 Disposal

Records that are ready to be disposed must go through the following procedures:

- a) Shifting of all answer sheets/booklets and other records to the store-room after the expiry of period given above.
- b) Used Answer sheets/MCQ papers/Mark lists/Evaluation sheets/ Question Booklets/PDC,Migration,Degree(Received for correction)/Conduct examination document etc are arranged and bundled systematically kept in racks in the store room.
- c) A committee appointed/approved by the Vice Chancellor shall be responsible for the destruction of records.
- d) Records must be destroyed by shredding or any other appropriate means.
- e) Destruction must be handled in a secure and confidential manner.
- f) Once the destruction is completed, destruction certificates signed by the committee members shall be transferred to permanent archive.
- g) The shredded paper bits shall be sold for recycling to approved paper merchants.