

**MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY**



**GUIDELINES FOR STORAGE AND DISPOSAL OF EXAMINATION ANSWER  
BOOKS AND OTHER SCRIPTS**

**JUNE, 2018**

## **1.0. INTRODUCTION**

Recently, Mbeya University of Science and Technology (MUST) has no any document that shows procedures for scripts storage and disposal. MUST has retained answer books and other scripts for long time without being destroyed. The guidelines will provide a mechanism for destroying of the University's records in accordance with its legal obligations.

### **1.1. VISION**

The vision of Mbeya University of Science and Technology is to become the leading Centre of excellence for knowledge, skills and applied education in Science and Technology.

### **1.2. MISSION**

The mission of Mbeya University of Science and Technology is to develop academically, technologically and socially competent students, staff and other stakeholders who will be responsive to the broader needs and challenges of the society specifically by:

- i. Facilitating appropriate tuition, practical training and support according to the needs of students and other customers.
- ii. Encouraging staff commitment to quality education and services including research, consultancy and innovation.
- iii. Fostering lifelong learning, honesty and responsibility.
- iv. Promoting an environment conducive to human development.
- v. Promoting effective entrepreneurship and usage of appropriate technology that meet national and international needs and standards.

## **2.0 Objectives**

- i. Identify records that are worth preserving permanently as part of the University's archival heritage
- ii. Prevents the premature destruction of records which need to be retained for a specific period to satisfy legal, financial and other requirements of public administration.
- iii. Authorize the disposal of those records not required permanently.

## **3.0 Storage of Examination Answer Books and other scripts.**

- 3.1 The Heads of Departments (HoDs) shall designate a place or room as storage area for examination answer books awaiting appeals or final destruction for his/her respective department.
- 3.2 Storage place or room shall be designed to protect the answer books not only from unauthorized access and theft, but from damage that can be caused by fire, water, vermin and natural disasters.
- 3.3 The Deputy Vice Chancellor – Academic, Research and Consultancy (DVC-ARC) shall prepare a storage and disposal budget of examination answer books and other scripts.
- 3.4 The DVC-ARC shall designate the cartons of various sizes which shall be used by Heads of Departments (HoDs) for keeping examination answer books pending final disposal.
- 3.5 The HoDs shall ensure that examination answer books are kept in cartons with labels indicating the name of department, semester and academic year, UQF/NTA level and programme, and date of publishing final results.

#### **4.0 Disposing of Examination Answer Books and other scripts.**

- 4.1 Unless otherwise retained by the University for archival purposes all used examination answer books that have been stored for at least three years shall be disposed following final decision of Senate on the examination concerned.
- 4.2 The HoDs may choose to retain certain classes of answer books that have permanent or continuing value for archival purposes. The HoDs shall ensure that the scripts to be disposed are no longer required for reference purposes and are not subject to any current legal matters.
- 4.3 The HoDs shall seek permission from the Vice Chancellor to dispose the examination answer books through Principals/Deans and DVC-ARC. The request shall indicate the semester and academic year, UQF/NTA level and the programme, whose scripts are to be destroyed.
- 4.4 The Vice Chancellor on recommendation of the DVC-ARC shall be the principal executive officer responsible to order final disposal of any batch of examination answer books.
- 4.5 The HoDs shall initiate disposal of used examination answer books that have been stored by his/her department for at least three years following approval of Senate meeting.
- 4.6 The HoDs shall fill a request for approval dispose answer books and other scripts form. The answer books and other scripts must not be disposed until a determination is made and approval is provided to the applicant.

- 4.7 Answer books shall be disposed as soon as possible after the approval of the Vice Chancellor. This shall be undertaken as an annual procedure.
- 4.8 The Deputy Vice Chancellor–Academic, Research and Consultancy (DVC-ARC) shall select and announce the best available practice in disposing of the examination answer books due for disposal.
- 4.9 The HoDs shall Witness and keep close control over final disposing of examination answer books to ensure the confidential nature of contents of answer books remain inviolate.

## REQUEST FORM FOR APPROVAL TO DISPOSE ANSWER BOOKS AND OTHER SCRIPTS

### 1.0 To be Completed by the Heads of Departments

1.1 List of Records to be Disposed:

| S/N | Type of records | Department | Programme | NTA/<br>UQF Level | Semester and<br>Academic year | Date of<br>Approval by<br>Senate | Name of Head<br>of Department | Qty |
|-----|-----------------|------------|-----------|-------------------|-------------------------------|----------------------------------|-------------------------------|-----|
| i   |                 |            |           |                   |                               |                                  |                               |     |
| ii  |                 |            |           |                   |                               |                                  |                               |     |
| iii |                 |            |           |                   |                               |                                  |                               |     |
| iv  |                 |            |           |                   |                               |                                  |                               |     |
| v   |                 |            |           |                   |                               |                                  |                               |     |
| vi  |                 |            |           |                   |                               |                                  |                               |     |

1.2 Declaration.

I \_\_\_\_\_ declare that the records described above are no longer required by the department that to the best of my knowledge the records are not required for any current or anticipated investigation.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

2. To be completed by Principal/Dean:

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**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

3. To be completed by Deputy Vice Chancellor Academics, Research and Consultancy (DVC-ARC):

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**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

4. Vice Chancellor Approval:

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**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_