


<p>Name of Policy: Faculty record retention plan</p> <p>Policy Number: 3364-82-213</p> <p>Approving Officer: Dean of the College of Nursing</p> <p>Responsible Agent: Administrative Secretary to the Dean</p> <p>Scope: UT Health Science Campus College of Nursing</p>	 <p>Original effective date: March 5, 2009</p>				
<table border="0"> <tr> <td><input type="checkbox"/> New policy proposal</td> <td><input type="checkbox"/> Minor/technical revision of existing policy</td> </tr> <tr> <td><input type="checkbox"/> Major revision of existing policy</td> <td><input checked="" type="checkbox"/> Reaffirmation of existing policy</td> </tr> </table>		<input type="checkbox"/> New policy proposal	<input type="checkbox"/> Minor/technical revision of existing policy	<input type="checkbox"/> Major revision of existing policy	<input checked="" type="checkbox"/> Reaffirmation of existing policy
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(A) Policy statement

The College of Nursing provides safe and secure storage for personnel files.

(B) Purpose of policy

To provide guidelines for storage of faculty academic records.

(C) Procedure

- (1) Current faculty records are kept in the Office of the Dean of the College of Nursing. Documents include:
 - Correspondence
 - Curriculum vitae
 - Evaluations
 - Letters of application
 - References
 - Transcripts
- (2) Non current faculty records are maintained in archives and are accessed as needed.

<p>Approved by:</p> <p>_____</p> <p>Timothy Gaspar, Ph.D. RN</p> <p>_____</p> <p>Dean and Professor, College of Nursing</p> <p>_____</p> <p>Date</p> <p><i>Review/Revision Completed by:</i> Undergraduate Associate Dean of the College of Nursing</p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none">• CON 05-020 Record Retention for Faculty Documents <p>Initial effective date: March 5, 2009 Review/Revision Date: 4/9611/00, 7/04, 3/09 Next review date: March 5, 2012</p>
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