

CAH File Room Policy

The CAH Dean's Office file room stores all faculty, adjunct, and staff files for the college. We adhere to the State of Florida's public records laws, as well as UCF's records policies. For more information, refer to the links below.

Florida Statutes (Chapter 119: Public Records)

http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&URL=0100-0199/0119/0119.html

General Records Schedule for State and Local Government Agencies (GS1-SL)

<http://dos.myflorida.com/media/693574/general-records-schedulegs01-sl.pdf>

General Records Schedule for Public Universities and Colleges (GS5)

<http://dos.myflorida.com/media/693588/g505.pdf>

UCF Florida Public Records Act: Scope and Compliance

<http://policies.ucf.edu/documents/2-100.4FloridaPublicRecordsActScopeAndCompliance.pdf>

UCF Records Management Procedural Manual

<http://admfin.ucf.edu/wp-content/uploads/sites/6/4010-3-TBD-Records-Management.pdf>

Please view the CAH Records Procedures page for information regarding records contents, locations, requests, retention, and disposal. Any questions or requests can be directed to the file room staff.

Email: cahfr@ucf.edu

Phone: 407-823-0966

Location: CAH Dean's Office, Room 190Z