

CAH Records Procedures

Records Contents

The Dean's Office maintains files for all CAH faculty, adjuncts, and staff. While we are not the official record holder for every item, we keep copies of the following records for the convenience of CAH employees:

Faculty

- Agreements/Contracts
- Assignments of Duties
- End of Semester Reports
- Promotion & Tenure (approval letters, Cumulative Progress Evaluations, etc.)
- Evaluations of Faculty Performance
- Student Perceptions of Instruction
- Pertinent Information (memos, award letters, committee service letters, etc.) □ Pre-Employment (hiring paperwork)

Adjuncts

- Agreements/Contracts
- End of Semester Reports
- Evaluations of Adjunct Performance
- Student Perceptions of Instruction
- Pertinent Information
- Pre-Employment

Staff (USPS and A&P)

- Agreements/Contracts (A&P only)
- Evaluations of Staff Performance
- Pertinent Information
- Pre-Employment

Records Locations

All **active** employee records (faculty, adjunct, and staff) are housed in the CAH Dean's Office file room. In addition, staff members who have been **terminated for less than one year** and adjuncts and faculty who have been **terminated for less than three years** are kept in the file room. Terminated staff files are disposed of one anniversary year after termination, as we are not the primary record holders.

Terminated adjunct files are disposed of three fiscal years after termination. Terminated faculty files are moved to our storage room in the Rehearsal Hall **three years after termination**, where they are kept for the remaining life of the files (25-50 fiscal years).

In addition to physical copies, we have digital copies of many employee files. All files for active and recently terminated employees have been digitized.

Records Requests

Faculty and staff from within the college may request to view files or make copies of records for administrative purposes. To make a request, they must contact the file room staff by email, phone, or in person (email is the preferred method). Please submit any requests at least **48 hours** in advance of when you need them.

Please note: To better serve your faculty for future needs, the Dean's Office strongly encourages the department to provide a binder to new faculty members, and encourage them to place pertinent paperwork which will be required should they choose to apply for P&T, SoTL, RIA, TIP, and all Excellence awards. This will limit the need for last minute requests for copies the Dean's office may, or may not, have.

Email: cahfr@ucf.edu **Phone:** 407-

823-0966

Location: CAH Dean's Office, Room 190Z

Records Retention

Records must be kept for a certain period of time, according to Florida's public records laws. The retention period for various records can be found in the General Records Schedule (GS1-SL) (<http://dos.myflorida.com/media/693574/general-records-schedulegs01-sl.pdf>) and the General Records Schedule for Public Universities and Colleges (GS5) (<http://dos.myflorida.com/media/693588/g505.pdf>).

In addition to complying with state laws, we must adhere to UCF's public records policies (<http://policies.ucf.edu/documents/2-100.4FloridaPublicRecordsActScopeAndCompliance.pdf>) and records management procedures (<http://admfin.ucf.edu/wp-content/uploads/sites/6/4010-3-TBDRecords-Management.pdf>).

While no record can be disposed of before its retention period is over, records can be kept for longer than that period, if deemed necessary for administrative purposes. The Dean's Office has its own general retention guideline for employee files:

Faculty and Adjuncts

- Agreements/Contracts: 6 anniversary years (copies are kept in files even though HR is the record holder)
- Assignments of Duties: Life of file
- End of Semester Reports: 5 anniversary years
- Promotion & Tenure: Life of file
- Evaluations: Life of file
- Student Perceptions of Instruction: 5 anniversary years (now in electronic format only)
- Pertinent Info: Life of file
- Pre-Employment: Life of file

Staff

- Keep entire file until 1 year after termination, then dispose

The life of a faculty file is 25 fiscal years after termination for FRS employees, and 50 fiscal years after termination for non-FRS employees. The life of an adjunct file is 3 fiscal years after termination. Staff files are duplicates, as the record copy is housed in HR; as such, we can dispose of them as needed.

Records Disposal

Any disposal of records must be cleared by the university's Record Management Liaison Officer, Sandra Cherepow. The form for filling out records disposition requests can be found on page 3 of UCF's records management procedural manual (<http://admfin.ucf.edu/wp-content/uploads/sites/6/4010-3-TBDRecords-Management.pdf>). The file room staff can assist you with this process—please contact us before you dispose of any record if you are not sure about its retention value. Upon termination of any of your department's faculty, adjuncts, or staff, you can send any of their records you have to us, and we will ensure proper disposal.