Curriculum, Instructional and Administrative Records: Faculty, Instructor, Department

Award Records: Personnel Nominations
Schedule UF 227 Item 9
This record series consists of award nominations and packets for UF employees, and may include but is not limited to fellowships, incentive programs, and UF, state, and national awards.
Retention: 1 year after submission provided applicable audits have been released.

Award Records: Teaching Incentive Program (Awarded)
Schedule UF 227 Item 7
This record series consists of Teaching Incentive Award Program nominee packets, and may include but not limited to statement of work, student evaluations, department chair assessment. Peer review letters, other teaching information, and letter of recommendation.
Retention: Maintained by Dean. 1 year after award provided applicable audits have been released.

Award Records: Teaching Incentive Program (Denied)
Schedule UF 227 Item 8
This record series consists of Teaching Incentive Award Program nominee packets, and may include but is not limited to statement of work, student evaluations, department chair assessment, peer review letters, other teaching information, and letter of recommendation.
Retention: Maintained by Department or Dean. 1 year after submission provided applicable audits have been released.

Bonus Records: Peer Review Evaluations
Schedule GS1-SL Item #333
This record series consists of peer review evaluation forms used in annual performance based and/or lump-sum bonus programs. Peer review is the process by which employees in the same work unit evaluate the job performance of their “peers.” These records do not become part of an employee’s personnel record.
Retention: 5 fiscal years provided applicable audits have been released.

Course And Program Records: Descriptions And Requirements
Schedule GS5 Item 50
This record series documents degree program areas and courses offered in each program area. The series may include, but is not limited to, course descriptions, program requirements and other documentation related to each course and program.
Retention: Retain until obsolete, superseded or administrative value is lost.

Course and Program Records: Professor/Department Files
Schedule GS5 Item 34
This record series consists of course and program documentation maintained by individual professors, instructors, or program departments. The series may include, but is not limited to, schedules, course outlines, syllabi, policies, plans, instructional materials, evaluation tools, development materials, and other documentation related to each course and program.
Retention: 2 anniversary years after training.

Drafts and Working Papers
Schedule GS1-SL Item #242
This records series consists of materials used in developing, compiling, and assembling a final product such as an agency report or database. The series may include, but is not limited to, copies of correspondence or memoranda; circulated drafts; data entry forms; notes; calculations; and other supporting documents. Drafts of documents that could have a significant effect on an agency’s programs, functions, and responsibilities (for instance, agency mission statements or major policy initiatives) should be placed under the record series “Administrator Records: Agency Director/Program Manager.”
Retention: Retain until obsolete, superseded, or administrative value is lost.

Enrollment Records
Schedule GS5 Item 7
This record series consists of, but is not limited to, reports on cumulative credit hours, equivalency, and enrollment, as submitted to the Division of Florida Colleges.
Retention. Permanent.

Faculty Assignment Reports
Schedule GS5 Item 58
This record series consists of computer generated reports issued each semester documenting faculty workload in instruction and/or research.
Retention: 3 fiscal years.
Faculty Courtesy Appointment Files  Schedule UF 187 Item 34
This record series contains records documenting faculty courtesy appointments to the various colleges.
Retention: 1 year after expiration of appointment.

Faculty Sabbatical/Professional Development Leave Records  Schedule GS5 Item 101
This record series consists of correspondence, applications and reports of accomplishment for faculty who are granted sabbaticals or professional development leave. The series does not include the record copy of financial records relating to the sabbatical/leave. A copy of the notification of approval or denial of sabbatical/leave should be filed with the applicable personnel record.
Retention: 5 fiscal years after final report submitted or notification of denial.

Federal Postsecondary Education Surveys  Schedule GS5 Item #65
This record series consists of surveys completed as required for participation in federal student financial aid programs such as Pell Grants and federal student loans. The surveys report such data as enrollments, program completions, graduation rates, faculty and staff, finances, institutional prices, and student financial aid. Surveys may be part of the Integrated Postsecondary Education Data System (IPEDS) Series, its predecessor the Higher Education general Information Survey (HEGIS) Series, or any other required federal data collection effort.
Retention: 5 fiscal years after final report provide applicable audits have been released.

In-Service Education Records  Schedule GS5 Item #14
This record series documents continuing professional education programs conducted for professors and instructors. The records provide such information as component name and identification number, objectives, description of activities, component evaluation, budget, names of participants, and performance records. Documentation of individual participation should be filed with the individual’s personnel file.
Retention: 5 fiscal years provided applicable audits have been released.

Institutional Research Reports  Schedule GS5 Item #15
This record series consists of institutional research reports generated by the college along with supporting documentation. The series may include reports prepared routinely and by specific request to provide information about the institution and its students. This series does not include personal research files of faculty. “These records may have archival value.”
Retention: 10 fiscal years provided applicable audits have been released.

Intern Supervisor Participation Certificates  Schedule GS5 Item # 69
This record series consists of Internship Participation Certificates awarded to persons who supervise interns or student teachers. Once issued, the certificate may be used at any of the State University System schools and entitles bearer to waive tuition for up to six credit hours of instruction. The certificate is valid for three years from the date of issuance.
Retention: 5 fiscal years after expiration.

Scholarship/Loan Records  Schedule GS5 Item #83
This record series consists of complete files on scholarship recipients and student loans. These files may include, but are not limited to, applications, award letters, letters of acceptance, renewal applications, correspondence, deferment forms, cash payment receipts, certificate of service receipts, terms of the loan or scholarship stipulating how the funds are to be used, account cards, and other related records. File established to maintain complete record of scholarship from application until all notes are satisfied.
Retention: 5 fiscal years after paid or declared uncollectable provided applicable audits have been released.
Scholarship/Grant –In-Aid Records: Athletic Schedule GS5 Item 105
This record series consists of information pertaining to the eligibility of players and receipts of financial aid in the form of scholarships, including grant-in-aid scholarships, maintained to monitor accounts and to assist in complying with National Collegiate Athletic Association (NCAA), National Association of Intercollegiate Athletics (NAIA), and conference rules and regulations. The series may include, but is not limited to, squad lists containing summary information; conference eligibility reports; team roster update sheets; scholarship count sheets showing who is on the schedule to receive aid, applications; nominee lists; eligibility questionnaires; eligibility reports which determine years of eligibility unused; credit voucher request sheets notes; Student-Athlete Health Insurance Portability and Accountability Act (HIPPA) Authorization/Buckley Amendment Consent-Disclosure of Protected Health Information forms; and other related documentation and correspondence. See also “Financial Aid Records,” and “Scholarship/Loan Records.”
Retention: 6 anniversary years after graduation, last date of attendance, leaving program or eligibility is exhausted.

Student Advisement/Counseling Records: Graduate Schedule GS5 Item #86
This record series consists of documentation used by student advisors or counselors to assist in advising individual students who have graduated. The series may include, but is not limited to, results of interest inventories, individual aptitude and ability tests, personality inventories, placement tests (for instance, AET, College Entrance Examination Board (CEEB), School and College Abilities Test (SCAT), and BCC, counselors’ notes, copies of transcripts, grade reports, personal data sheets, appointment and advisement slips, correspondence and other documents.
Retention: 1 anniversary year after graduation.

Student Advisement/Counseling Records: Transfer/Withdrawal Schedule GS5 Item #87
This record series consists of documentation used by student advisors or counselors to assist in advising individual student who have transferred or withdrawn. The series may include, but is not limited to, result of interest inventories, individual aptitude and ability tests, personality inventories, placement tests (for instance, AET, College Entrance Examination Board (CEEB), School and College Abilities Test (SCAT), and BCC, counselors’ notes, copies of transcripts, grade reports, personal data sheets, appointment and advisement slips, correspondence and other documents pertaining to individual students who have transferred or withdrawn from school.
Retention: 3 anniversary years after transfer or withdrawal.

Student Award Application Records: Fellowship/Honors Schedule GS5 Item #106
This record series consists of records documenting applications for fellowships or undergraduate research symposium awards. The series may include, but is not limited to, application letters from candidates, letters of recommendation, copies of research proposals or honors papers, and other supporting documentation. Awards are posted to student record where applicable.
Retention: 5 fiscal years after awarded.

Student Education Records: Supporting Documents Schedule GS5 Item #89
This record series consists of records relating to the maintenance of the active student record/transcript. The series may include, but is not limited to, correspondence, drop/add forms, applications for degrees, request for Florida residence affidavit, registration information, applications to change undergraduate classification, change slips, notice of admission, credit by exam notes, transcript verification forms, student petition records, student transcript flag notices, national test scores, and graduation information.
Retention: 5 anniversary years after graduation, transfer or withdrawal.

Veteran Records: Educational Assistance Schedule GS5 Item 94
This record series consists of files for each veteran and eligible person to receive Veterans Administration educational assistance. The series may include, but is not limited to, records of tuition and fees charged, previous education and training, grades and progress, and other related materials. Retention pursuant to Section 38 CFR 21.4209, Department of Veterans Affairs, Vocational Rehabilitation and Education, Examination of records.
Retention: 3 fiscal years