

3364-82-213 Faculty record retention plan.**(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:

(a) Correspondence.

(b) Curriculum vitae.

(c) Evaluations.

(d) Letters of application.

(e) References.

(f) Transcripts.

(2) Non-current faculty records are maintained in archives and are accessed as needed.

Effective: 4/20/2020

CERTIFIED ELECTRONICALLY

Certification

04/09/2020

Date

Promulgated Under: 111.15
Statutory Authority: 3364
Rule Amplifies: 3364