Course Records Retention
(From the State of Florida General Records Schedule GS5 for Public Universities and Colleges)

COURSE AND PROGRAM RECORDS:
DESCRIPTIONS AND REQUIREMENTS 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:
a) Record copy. Retain until obsolete, superseded or administrative value is lost.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

COURSE AND PROGRAM RECORDS:
PROFESSOR/DEPARTMENT FILES 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:
a) Record copy. 2 anniversary years after training provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.