

College of Journalism and Communications
Records Retention Policy

The University requires that all records be maintained according to the records management guidelines which are published by the State of Florida and the University.

The College seeks to manage and control its records and will benefit from a college-wide policy that supports the university's mission.

Each unit is responsible for the disposition of its own records. Materials related to undergraduate courses should be handled by the correlating department. The head administrative assistant, or department designee, should facilitate the processing of the records.

Records should be stored by series and retained for the appropriate duration as directed in [University's Retention Schedule](#). *It is highly recommended that records that have met their retention requirements and are no longer needed be disposed of in a secure manner.*

The storage room located behind Gannett (Room 1067) will be divided so each department has its own space. Please make sure that all boxes that are stored in this area have the following written on the top and at least 2 sides:

Record Series (ADV 2100 Exams, Advisory Board Meetings, etc)

Inclusive Dates (Jan – March, 2014)

Volume (Box 2 out of 3)

Retention: Disposal Date

It is the responsibility of each of the head department admin or designee to maintain a list of all boxes in the storage area (G1067) and should securely dispose of the records once their retention period has expired. Please see Liz Gist to get the key to access the room.

Questions about retention and storage can be directed to [Ellen Nodine](#).

