

LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH POLICY & PROCEDURE MANUAL

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Subject: FILE MAINTENANCE – CLASS/COURSE/ PROGRAM		Original Issue Date: March, 1994	Policy #: 431
		Supersedes: June 9, 2011	Effective Date: January 12, 2017
Individuals /Committees Consulted: Office of Educational Services College Administrative EDCOS Shared Governance	Reviewed & Approved by: College Planning	Approved by: Provost, College of Nursing & Allied Health (Signature on File)	

PURPOSE:

To standardize the process, contents, and organization of class/program files

POLICY:

Class/Program Files

Class/Program (C/P) records are maintained per regulatory agency standards.

C/P files include (Electronic or hard copy):

- Roster
- Objectives, lesson plan/outline
- Flyer, if advertised
- Schedule, if applicable
- Speaker curriculum vitae

EXCEPTION:

Area inservice files are maintained by the Nurse Manager

Education and Consulting Services (EDCOS) records are kept a minimum of four years.

EXCEPTION:

Records of classes/programs that validate competency are kept indefinitely. These include, but are not limited to:

- New Employee Central Orientation
- Critical Care
- Chemotherapy
- Emergency Nursing

School of Nursing (SON) course syllabi are kept indefinitely.

Class/program records are filed chronologically, in alphabetical order.

PROCEDURE:

File Preparation

Designated Office of Educational Services (OES) staff member:

- Labels folder with class/program:
 - Name

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FILE MAINTENANCE – CLASS/COURSE/PROGRAM

- Year
- Staples the following together and files paperwork on left side of class/program folder:
 - Roster: EDCOS, American Heart Association/Nonviolent Crisis Intervention as applicable
 - Summary of evaluations that correlates with individual class/program
- Files the following paperwork on right side of class/program folder:
 - Flyer if advertised
 - Schedule
 - Lesson plan/outline/handout
 - OES audit if applicable
- Identifies missing items, if any
- Notifies class/program coordinator/instructor of missing items
- Follows up with instructor/instructor's supervisor if missing items not submitted
- Files guest speaker's CV/resume electronically

Current Files

OES:

- Files class/program records by year:
 - EDCOS – alphabetically according to the title of the class/program
 - SON – chronologically by semester (Sp 2016, Fall 2016) , then numerically according to semester
- Maintains guest speaker curriculum vitae files:
 - Files CVs alphabetically by the individual's last name
 - Enters C/P log sheet number and year speaker presented on top, right hand corner of CV.

EDCOS program coordinator files and maintains C/P "original" lesson plans/outlines and discards outdated "originals" as necessary.

Archiving

OES/Program Coordinator prepares records for archiving using a standardized format:

- Removes material from binder, if any
- Removes all duplicates, worksheets, drafts, appended handwritten notes and instructions, paper clips, staples, and fasteners
- Arranges file contents in chronological order
- Places file contents in a clasp envelope (8½ x 11)
- Labels in upper left corner (landscape):
 - Name of program
 - Number envelopes if more than one envelope used
 - Contents e.g., course description, lesson plans, evaluations, etc
 - Calendar or fiscal period covered by contents
 - Length of time material is to be maintained e.g., "Save until 2020"; "Forever"
- Submits the completed envelopes to OES for filing.

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REFERENCES:

College Policy #120: College Committee Rules and Structure
College Policy #400: Class/Program Registration – Continuing Education
College Policy #402: Class/Program Roster Generation – Continuing Education
College Policy #404: Class/Program Completion – Continuing Education
College Policy #406: Class/Program Certificates of Completion and Card Distribution –
Continuing Education
EDCOS Policy #200: Continuing Education Approval

REVISION DATES:

March 1994
April 2002
September 11, 2008
June 9, 2011
January 12, 2017