

**LAC+USC HEALTHCARE NETWORK  
COLLEGE OF NURSING AND ALLIED HEALTH POLICY & PROCEDURE**

Subject: <b>FILE MAINTENANCE – CLASS/COURSE/ PROGRAM</b>	Original Issue Date: March, 1994	Policy #: <b>431</b>
	Supersedes: April, 2002	Effective Date: September 11, 2008
Committees Consulted: Office of Educational Services College Operations	Reviewed & Approved by: College Planning	Approved by:  Provost, College of Nursing & Allied Health

**PURPOSE:**  
To delineate the process, contents, and organization of class/course/program files

**POLICY:**  
**Class/Program Files**  
Class/Program records are maintained per regulatory agency standards for all classes.

- School of Nursing (SON) course syllabi – indefinitely
- Education and Consulting Services (EDCOS) – a minimum of four years.

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

- Central Orientation: RN, LVN
- Critical Care
- Electronic Fetal Monitoring
- Emergency Nursing.

**PROCEDURE:**  
**Class/Program Files**  
EDCOS instructors submit the following to the OES no later than 30 days following class/program completion:

- Roster
- Class/program evaluations
- Method of evaluating participant if applicable e.g., sample exam/posttest, return demonstration
  - Individual student posttest failures will be kept in class/program file for six months
- Objectives
- Lesson plan/outline
- Flyer, if advertised
- Schedule, if applicable
- Speaker curriculum vitae

**EXCEPTION:**  
Instructor(s) submit copies of area inservice rosters to the OES

- Area inservice files are maintained by the Nurse Manager

Subject:

**FILE MAINTENANCE – CLASS/COURSE/PROGRAM**

**OES:**

- Files class/program records chronologically by year:
  - EDCOS – alphabetically according to the title of the class/program
  - SON – Numerically according to semester
- Maintains speaker curriculum vitae files:
  - Files CVs alphabetically by the individual's last name
  - Enters class/program log sheet number and year speaker presented on top, right hand corner of CV

EDCOS program coordinator files and maintains class/program “original” lesson plans/outlines and discards outdated “originals” as necessary.

Educational Resource Center files and maintains Module/Home Study “originals”.

**Archiving**

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

- Removes all duplicates, worksheets, drafts, appended handwritten notes and instructions, paper clips, staples, and fasteners; removes material from binder, if any
- Arranges file contents in chronological order
- Places file contents in a clasp envelope (8½ x 11) and 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.

**REFERENCES:**

College Policy #120: College Committee Rules and Structure

EDCOS Policy #200: Continuing Education Approval