

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Record Retention – Curriculum Documents Archiving	SOP #: CC.003.01
Effective Date	10/4/2019
Last Revision/Review	12/1/2021

1. Purpose

This SOP outlines the process by which curriculum documents (to include course syllabi, course calendars, course change requests, new course proposals, and other course documents); are filed, retired, and archived during the academic year.

2. Related Policy/Authority

Guidance for the timelines in this SOP have been determined based on referencing the record retention schedules from the New Mexico Administrative Code – NMAC 1.21.2.18 **COURSE DEVELOPMENT AND ADMINISTRATION; A. Category:** Administration – education

B. Description: Records related to development of courses including, but not limited to, outlines and syllabi.

C. Retention: destroy five years from date file closed.

3. Faculty/Staff Responsibilities

The Course Director of each individual course is responsible for submission of curriculum-related documents to the Curriculum Committee and to the Office of Clinical and Pre-Clinical Education. Timeline for submission of these documents will be set by the Curriculum Committee.

The Curriculum Committee Chair is responsible for maintaining a record of curriculum-related actions in the minutes of the Committee, and for storing pertinent documents in a secure electronic storage system (secured computer drive/folder, with specific limited permissions).

The responsibility for retiring (disposing of) all curriculum-related archived documents lies with the Administrative Assistant in the Curriculum Committee Chair's Office.

4. Definitions/Abbreviations

Curriculum-related documents include the following: (Each to be electronically stored in separate folders)

- Course syllabi (submitted annually)
- Course calendars (submitted annually)
- Course reports (submitted annually)
- Course change requests and new course proposals (submitted as necessary)
- Other course documents (as appropriate)

Course packets will contain agendas, minutes of previous meetings, all materials presented at the meetings of the Curriculum Committee; such as syllabi for approval, course reports, presentations, faculty reports, student reports, calendars for approval, forms for approval, and any other materials presented in Curriculum Committee meetings. The packets will be stored in an electronic format for five years.

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5. Procedural Steps

Curriculum-related documents will be archived for six years; they will be destroyed five years from date filed closed, per New Mexico Code 1.21.2.182 **COURSE DEVELOPMENT AND ADMINISTRATION**.

Each June, approved syllabi from the previous academic year will be sent to the Registrar, who will store them in an electronic format for five years.

6. Reports/Charts/Forms/Attachments/Cross References

Records Retention Policy B2090

7. Maintenance

Will review annually.

8. Signature

Approved by

Chair, Curriculum Committee

12/1/2021

Date

9. Distribution List

Internally, this SOP will be distributed to the Curriculum Committee Chair, and the Committee's administrative support person, as well as the personnel of the Office of Clinical and Pre-Clinical Education.

The SOP will be publicly posted to the BCOM website.

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
1	[e.g., 3.1]			