

# HEARING DOCUMENTATION

---

The Vice President of Enrollment & Student Affairs will be responsible for maintaining all records of the appeal. The records for each grievance will be maintained for a period of four (4) years after the final decision has been rendered. All original documentation, including paper and electronic records related to the grievance, shall be maintained in the designated grievance file by the Vice President of Enrollment & Student Affairs and may be released only in accordance with the requirements of Florida law.