

Department of Physics and Astronomy Retention Schedule

(Contact Person: Cheryl Reardon 335-0134)

DESCRIPTION	CUSTODIAN	Legal	ACTIVE	NON- ACTIVE	Official	CONFID.?	VITAL?	CURRENT RECORD FORMAT	DUPLICATED ELSEWHERE?
			(CY: Current Yr)						
Central Files									
Departmental Central Files	Reardon	CY+3	permanent		yes/no	yes/no	yes/no	paper/pc/web	yes/no
Faculty Agenda	Reardon	N/A	permanent		yes	no	yes	paper/pc/web	no
Faculty Minutes	Reardon	N/A	permanent		yes	no	yes	paper/pc/web	no
Departmental Bylaws	Reardon	N/A	permanent		yes	no	yes	paper/pc/web	no
Office Correspondence of an Official Nature	Reardon	State 3; Fed 3	permanent		yes	yes/no	yes	paper/pc/web	yes/no
Strategic plans	Reardon	N/A	Two most recent		yes	no	yes	paper/PC/web	yes
Affiliation Agreements and Legal Agreements	Reardon	CY+3	Life of Agreement		yes	yes/no	yes	paper	yes/no
Faculty Files									
Faculty offer letters and related documentation	Reardon	CY+7	3 yrs after leaving University		yes/no	yes	yes	paper	yes
Probationary reviews	Reardon	CY+7	Until P&T decision is complete		no	yes	yes	paper	yes
P&T files for current faculty (Dean's letter to Provost, faculty ballots, external evaluators letters, student evaluation summaries)	Reardon	CY+7 after termination	Indefinitely		yes	yes	yes	paper/PC	no
P&T files for faculty who left the UI	Reardon	7 yrs after departure			yes	yes	yes	paper/PC	no
Peer reviews	Reardon	CY+7	The two most recent		yes	yes	yes	paper	no
Faculty CV's	Reardon	current version	Current version		yes	no	yes	paper	yes
Faculty Development Files	Reardon	CY+7	completion of award		no	yes	yes/no	paper/PC	yes
Faculty Miscellaneous Correspondance	Reardon	CY+7			yes/no	yes/no	yes/no	paper/PC	no
Teaching Assessments (ACE)	Reardon	CY+7			yes	yes/no	yes	paper	yes

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HR Files - Personnel Files									
Performance appraisals for merit and P&S staff	Stevens	CY+3 after termination	The two most recent		yes	yes	no	paper/PC	no
Immigration documentation	Stevens	CY+3 after termination	Indefinitely		no	yes	no	paper	yes
Adjunct faculty files	Stevens	CY+3	Two most recent appointments		no	no	no	paper	yes
Appeals of merit and P&S reclassification decisions	Stevens		Indefinitely		no	yes	no	paper	yes
Staff payroll records (including PAR's)	Stevens	CY+3	5 years prior to start date of oldest active grant/contract		no	yes	no	paper	yes
Staff employment records & Terminated Staff	Stevens	CY+3	5 years prior to start date of oldest active grant/contract		no	yes	no	paper	yes
Recruitment									
Faculty/Staff search files	Stevens	CY+3	CY + 3		yes	yes/no	yes/no	paper/PC	no
DEO searches	Stevens	CY+3	CY + 3		yes	yes/no	yes	paper/PC	no
Department Related Files									
Warranty of Equipment/Maintenance	Reardon	N/A	Life of item, until warranty expiration		yes	no	yes	paper	no
HPO Reports/Environment Issues	Reardon	N/A	CY + 3		no	no	yes	paper	yes
Key Inventory	Paterson	N/A	Indefinetely		yes	no	yes	paper/PC	no
Departmental review files	Reardon	N/A	2 recent reviews		yes	no	yes	paper/PC	no
Visitor and TA requests/allocations	Reardon	N/A	CY + 3		yes	no	no	paper/PC	no
Requests for space	Reardon	N/A	CY + 3		yes	no	no	paper/PC	no

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Requests for equipment	Reardon	N/A	CY + 3		yes	no	no	paper/PC	no
Space inventory	Paterson	N/A	CY + 3		yes	no	no	paper/PC	yes, but not current
Equipment inventory	Paterson	N/A	CY + 3		no	no	no	paper	yes
Business Office Files									
Gift, grant, contract files/records	Reardon	CY+10 years after contract expired	CY + 3		no	no	yes	paper	yes
Zabor Salary Distrubution program	Reardon	5 years prior to start date of oldest active grant/contract	CY + 3		no	yes	yes	pc disc	yes
State/Recurring Budgets	Reardon	State 3; Fed 3	CY + 3		no	no	no	on line/paper	yes
Inventory Assets	Paterson	CY+3	CY + 3		no	no	yes	on line/paper	yes
Procurement Card Reports	Loria	CY+3			no	no	no	pc disc/paper	yes
Foundation account summaries	Paterson	State 3; Fed 3	CY + 3		no	yes	no	paper/PC	yes
Departmental allocation letters (Report of Funds)	Reardon	CY+3	CY + 3		no	no	no	paper/PC	yes
Departmental recurring salary budget files	Reardon	State 3; Fed 3	CY + 3		no	no	yes	paper/PC	yes
Purchase Orders	Loria	N/A	CY + 3		yes	no	yes	paper/PC	yes
Requisitions	Loria	N/A	CY + 3		yes	no	yes	paper/PC	yes
Statement of Accounts	Kapler	N/A	CY + 3		no	no	yes	paper	yes
Travel Vochure	Loria	N/A	CY + 3		no	no	no	paper	yes
Vouchers and Invoices	Loria	N/A	CY + 3		no	no	yes	paper	yes
Academic Records									

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ACE Forms - TA's	Foreman	CY+7	CY+3		yes	yes	yes	paper	no
Required Academic forms	Foreman	CY+7	CY+3		no	yes	yes	paper	yes
Course Grades	Foreman	Indefinetely	Indefinetely		no	yes	yes	paper	yes
Undergraduate Records/Correspondance	Foreman	CY+5	Until Graduation		no	yes	yes	paper	yes
Graduate Records/Correspondance	Foreman	CY+10	Until Graduation		no	yes	yes	paper	yes
Graduate Dissertations	Foreman	Indefinetely	Indefinetely		yes	no	yes/no	book	yes
Lab Cards	Spilger		5 years		yes	yes	yes/no	paper	no
Computer									
Computer/Network Files	Allendorf	N/A	Indefinetely		yes	yes/no	yes/no	Server	yes/no
Notes:									
1) The retention period for convenience copies is 3 years which is a guideline and not a requirement.									
2) The custodian has official responsibility for retention and disposition of the record.									
3) An "Official Record" is the single official copy of a document maintained on file by an administrative unit of FUS which is usually, but not always, the original. Convenience copies are not official records.									
4) A "Confidential Record" is unavailable to the general public unless otherwise ordered by court, by the lawful custodian or by another person duly authorized. Medical, student and personnel files are examples.									
5) A "Vital Record" is one which is absolutely essential in order to continue doing business or to preserve the rights of the unit, its employees and the general public.									
6) "Office Correspondence of an Official Nature" refers to policies, procedures, reports (internal or external), etc. that are used in the administration and management of the department and that should be memorialized.									

SAFEGUARD
MEASURES
CURRENTLY
IN PLACE?
none/PC backup
PC backups/Web
PC backups/Web
PC backups/Web
PC backups/Web
PC backups/Web
none/PC backup/web
file cabinet
file cabinet
file cabinet
file cabinet
file cabinet/PC backup
file cabinet
file cabinet
file cabinet/PC backup
file cabinet
file cabinet

SAFEGUARD
MEASURES
CURRENTLY
IN PLACE?
file cabinet
file cabinet
file cabinet
file cabinet
file cabinet
file cabinet
file cabinet
file cabinet
file cabinet
file cabinet/PC backup
file cabinet/PC backup
file cabinet
file cabinet
file cabinet/PC backup
file cabinet/PC backup
file cabinet/PC backup
file cabinet

SAFEGUARD
MEASURES
CURRENTLY
IN PLACE?
file cabinet/e-mail backup
file cabinet/PC backup
file cabinet
file cabinet
file cabinet/PC back up
file cabinet
file cabinet
file cabinet/PC back up
file cabinet/PC backup
PC backup/central file backup
file cabinet/PC backup
file cabinet/PC backup
file cabinet
file cabinet
file cabinet
file cabinet

SAFEGUARD
MEASURES
CURRENTLY
IN PLACE?
file cabinet
file cabinet
file cabinet
file cabinet
file cabinet
Aurora Room
file cabinet
PC backup