

Psychology Department Records Retention Schedule										
DESCRIPTION	CUSTODIAN	(Contact Person: Lois Friday 5-2407)			OFFICIAL	CONFID.?	VITAL?	CURRENT RECORD FORMAT	DUPLICATED ELSEWHERE?	SAFEGUARD MEASURES CURRENTLY IN PLACE?
		RETENTION REQUIREMENTS (yr)	LEGAL	ACTIVE						
(CY: Current Yr)										
Central Files	Becky Huber		CY + 7		yes/no	yes/no	yes/no	paper/PC	yes/no	none/PC backup
Personnel Files										
Faculty offer letters and related documentation	Gregg Oden		3 yrs after leaving University		no	yes	no	paper	yes	none
Probationary reviews	Gregg Oden		Until P&T decision is complete		no	yes	no	paper	yes	none
P&T files for current faculty (DEO's letter to Dean, faculty ballots, external evaluators letters, student evaluation summaries)	Gregg Oden		Indefinitely		yes	yes	yes	paper/PC	no	none
P&T files for faculty who left the UI	Gregg Oden		7 yrs after departure		yes	yes	yes	paper/PC	no	none/PC backup
Redacted versions of P&T files	Gregg Oden		2 yrs after conclusion & action		yes	yes	yes	paper/PC	no	none/PC backup
Peer reviews	Gregg Oden		The two most recent		yes	yes	yes	paper	no	none
Faculty CV's	Gregg Oden		Current version		yes	no	no	paper	yes	none
Performance appraisals for merit and P&S staff	Lois Friday		The two most recent		yes	yes	no	paper/PC	no	none/PC backup
Immigration documentation	Becky Huber		Indefinitely		no	yes	no	paper	yes	none
Faculty status books	???		Current book only		no	no	no	on line	yes	none
Faculty searches	Pam Young		CY + 3		yes	yes	yes	paper/PC	no	none
P & T procedural guidelines	Gregg Oden		CY + 3		yes	no	yes	paper/PC/web site	yes	PC backup/website
EC and EPC materials for faculty line allocations	Gregg Oden		CY + 3		yes	no	no	paper	no	none

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Aegean/office/file retention

8/16/01

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Adjunct faculty files	Becky Huber		Two most recent appointments		no	no	no	paper	yes	none
Reports on faculty extramural activities	Becky Huber		CY + 3		yes	no	no	paper	no/only summary	none
Appeals of merit and P&S reclassification decisions	Lois Friday		Indefinitely		no	yes	no	paper	yes	none
Staff payroll records	Lois Friday		CY + 3		no	yes	no	paper	yes	none
Staff employment records	Lois Friday		CY + 3		no	yes	no	paper	yes	none
Strategic plans	Gregg Oden		Two most recent		yes	no	yes	paper/PC/web	yes	none/PC backup/web
general expense budget	Lois Friday		CY + 3		no	no	yes	paper/PC	yes	none/PC backup
faculty travel	Becky Huber		CY + 3		yes	yes/no	no	paper/PC	yes	none/PC backup
Staff search files	Lois Friday		CY + 3		yes	yes	no	paper/PC	no	none/PC backup
Other "project" files	Becky Huber		CY + 3		yes	yes	yes	paper/PC	no	none/PC backup
Experiment participation files	Investigators		Indefinitely		yes	yes	yes	paper/PC	no	none/PC backup
Student Files										
Undergraduate files	Lynne Jennings		CY+3		no	yes	no	paper	yes	none
Graduate files	Becky Huber		CY+3		no	yes	no	paper	yes	none
Course grade files	Individual Faculty		Indefinitely		no	yes	no	paper/PC	yes	none/PC backup
Files for departmental Elected Bodies										
Faculty Advisory Committee	Gregg Oden		CY + 3		yes	yes/no	prob not	paper/PC/web	some yes/some no	none/PC backup

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Faculty Development Files	Gregg Oden		3 Yrs after completion of award		no	no	no	paper/PC	yes	none/PC backup
Clinic Files	James Marchman		Indefinitely		yes	yes/no	yes	paper/PC	no	none
Department Related Files										
Foundation account summaries	Gregg Oden		CY + 3		no	yes	no	paper/PC	yes	none/PC backup
Departmental allocation letters (Report of Funds)	Gregg Oden		CY + 3		no	yes	no	paper/PC	yes	none/PC backup/central file backup
Departmental recurring salary budget files	Gregg Oden		CY + 3		no	no	yes	paper/PC	yes	none/PC backup
Departmental review files	Gregg Oden		Most recent review		yes	no	yes	paper/PC	no	none/PC backup
P & T procedures files	Gregg Oden		CY		yes	no	yes	on line/website/P	no	none/PC backup
Visitor and TA requests/allocations	Gregg Oden		CY + 3		yes	yes	no	paper/PC	no	none/PC backup
Requests for office space	Gregg Oden		CY + 3		yes	no	no	paper/e-mail	no	none
Requests for equipment	Gregg Oden		CY + 3		yes	no	no	paper/e-mail	no	none/e-mail backup
Space inventory	B. Huber/L. Friday		CY + 3		no	no	no	paper/PC	yes, but not current	none/PC backup
Equipment inventory	Keith Miller		CY + 3		no	no	no	paper	yes	none
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.										

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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.										

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