

Parking & Transportation Records Retention Schedule										
Dave Ricketts & Starr Jennings 5-8628										
DESCRIPTION	CUSTODIAN	RETENTION REQUIREMENTS (yrs.)			OFFICIAL?	CONFID.?	VITAL?	CURRENT RECORD FORMAT	DUPLICATED ELSEWHERE?	SAFEGUARD MEASURES CURRENTLY IN PLACE?
		LEGAL	ACTIVE	NON-ACTIVE						
		(CY: Current Yr)								
Budgets	Parking & Trans	CY + 3	CY	3	Y	N	N	Paper & PC	Y	PC Back-up
Personnel Files	Parking & Trans	CY + 3	CY	3	Y	Y	Y	Paper & PC	N	File Cabinet
Gov't Regulations/Requirements	Parking & Trans	CY + 3	Permanent	3	Y	Y	Y	Paper & PC	N	PC Back-up
Inventory	Parking & Trans	CY + 3	CY	3	N	N	N	Paper & PC	Y	PC Back-up
Contracts/Agreements	Parking & Trans	CY + 3	CY	3	Y	N	Y	Paper & PC	N	File Cabinet
Financial Reports	Parking & Trans	CY + 3	CY	3	N	N	N	Paper & PC	Y	PC Back-up
Office Correspondence of an Official Nature										
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.										