

Printing Services Records Retention Schedule										
(Contact person: Lin Hartman: 384-3712)										
DESCRIPTION	CUSTODIAN	RETENTION REQUIREMENTS (yrs.)			OFFICIAL?	CONFID.?	VITAL?	CURRENT RECORD	DUPLICATED ELSEWHERE?	SAFEGUARD MEASURES
		LEGAL	ACTIVE	NON-ACTIVE				FORMAT		CURRENTLY IN PLACE?
		(CY: Current Yr)								
Bid Specifications	Printing Serv.	State-3 Federal-3	CY + 5		Yes	No	No	Paper	No	Sprinkler System
Blue Requisitions (from dept's)	Printing Serv.	State-3 Federal-3	CY + 3		Yes	No	No	Paper	No	Sprinkler System
Customer Mechanical	Printing Serv.	State-3 Federal-3	CY + 5		Yes	No	No	Paper & Film Negatives	No	Sprinkler System
Financial Reports	Printing Serv.	State-3 Federal-3	Permanent		No	No	No	Paper & PC	Yes	Sprinkler System
Inventory/Assets	PMO	State-3 Federal-3	3 (annual report only)		No	No	No	Paper	Yes	Mainframe backup
Job Tickets	Printing Serv.	State-3 Federal-3	CY + 5		Yes	No	No	Paper	No	Sprinkler System
Vouchers & Invoices < \$10,000 (after 1/1/98)	Printing Serv.	State-3 Federal-3	CY + 3		Yes	No	No	Paper	Yes *	Sprinkler system
Vouchers & Invoices > \$10,000 (after 1/1/98)	A/P	N/A	CY + 3		No	No	No	Microfilm	Yes	Microfilm in JB, JH
State Printing Order Negatives	Printing Serv.	State-3 Federal-3	CY + 5		Yes	No	No	Film negatives	No	Sprinkler System
Statement of Account (SOA)	Accounting Services	N/A	CY + 3		No	No	No	Paper & PC	Yes	Mainframe backup
Office Correspondence of an Official Nature	Printing Serv.	State-3 Federal-3	Permanent		Yes	No	No	Paper	No	Some on PC backup
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.										