

Risk Management Records Retention Schedule										
(Contact person: Drew Ives: 5-3696)										
DESCRIPTION	CUSTODIAN	RETENTION REQUIREMENTS (yrs.)			OFFICIAL?	CONFID.?	VITAL?	CURRENT	DUPLICATED	SAFEGUARD
		LEGAL	ACTIVE	NON- ACTIVE				RECORD	ELSEWHERE?	MEASURES
								FORMAT		CURRENTLY IN PLACE?
		(CY: Current Yr)								
Liability Policies & working files	Risk Mngt.		Permanent		Yes	No	Yes	Paper	No	Fire proof cabinet
Property Policies & working files	Risk Mngt.		CY + 7		Yes	No	Yes	Paper	No	Fire proof cabinet
Historical & Admininstrative	Risk Mngt.		Permanent		Yes	No	No	Paper	No	None
Property Claim files	Risk Mngt.		2 yrs. past resolution of tort claim		Yes	Yes- up to settlement; No afterwards	No	Paper	No	None
Liability Claim Files	Risk Mngt.		2 yrs. past resolution of tort claim		Yes	No	No	Paper	Yes	Duplicated at Gen. Counsel and/or UIHC
Incident files	Risk Mngt.		CY + 5		Yes	No	No	Paper	Possibly dept. or Public Safety	None
Incident files-Injuries to minors	Risk Mngt.		Up to 20 years or age to maturity + 2 yrs.		Yes	No	No	Paper	Possibly dept. or Public Safety	None
Office Correspondence of an Official Nature	Risk Mngt.	State-3 Federal-3	Permanent		Yes	No	No	Paper	No	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.										
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.										