

Treasurer's Office Records Retention Schedule										
(Contact person: Cynthia Bartels: 5-0127)										
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)										
1. Endowment Files	Treasurer's Office	11 years (per Iowa Code 524.221)	Permanent		Yes	No	Yes	Paper & Microfilm	Yes	Microfilmed
2. Pending Bequest Files	Treasurer's Office	11 years (per Iowa Code 524.221)	Permanent		Yes	No	Yes	Paper & Microfilm	Yes	Microfilmed
3. Bond Resolutions	Treasurer's Office	CY + 11 after the end of the bond	CY + 11 after the end of the Bond Issue		Yes	Yes	Yes	Paper	Board Office; Ahlers & Springsted also maybe	Microfilmed thru calendar 1995
4. Bond Registrar Files	Treasurer's Office	CY + 11 after the end of the bond	CY + 11 after the end of the Bond Issue		Yes	Yes	Yes	Paper	No	Microfilmed thru summer 1997 for most issues
5. Bond Principal and Int. Payments	Treasurer's Office	CY + 11 after the end of the bond	CY + 11 after the end of the Bond Issue		Yes	Yes	Yes	Paper & Main frame	T.O. has complete copy	none
6. Investment Records	Treasurer's Office	11 years (per Iowa Code 524.221)	to maturity		Yes	No	No	Paper, PC & Mainframe	Maybe the broker	Norwest Bank has copies
7. Banking & Custodial Agreements	Treasurer's Office	11 years (per Iowa Code 524.221)	Permanent		Yes	No	No	Paper	Yes with banks	none
8. Funds Manager Agreements	Treasurer's Office	11 years (per Iowa Code 524.221)	Permanent		Yes	No	No	Paper	Yes with Managers	none
9. Cancelled Bonds	Treasurer's Office	CY + 11 after the end of the bond	CY + 11 after the end of the Bond Issue		Yes	Yes	Yes	Paper	No	Microfilmed thru Fall 1997
10. Paid Bonds & Coupons	Treasurer's Office	CY + 11 after the end of the bond	CY + 11 after the end of the Bond Issue		Yes	Yes	Yes	Paper	No	Payment record on mainframe
11. Daily Bond Transaction Sheets	Treasurer's Office	CY + 11 after the end of the bond	CY + 7		Yes	No	No	Paper & Main frame	Yes	none
12. Dept. Postage Meter Records	Treasurer's Office		CY + 5		Yes	No	Yes	Paper	No	Pitney Bowes has most recent report

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13. 1099B Lists	Treasurer's Office	CY + 11 after the end of the bond	CY + 11 after the end of the Bond Issue		Yes	Yes	Yes	Paper & Main frame	Yes	ITS backup
14. Bond Correspondence	Treasurer's Office	CY + 11 after the end of the bond	CY + 11 after the end of the Bond Issue		Yes	Yes	No	Paper	No	List on PC
15. Various Reference Books	Treasurer's Office	11 years (per Iowa Code 76.10)	Permanent		Yes	Yes	No	Paper	No	
16. Funds Manager Stmts.	Treasurer's Office	11 years (per Iowa Code 524.221)	Permanent		Yes	No	No	Paper	No	Custodian has copy
17. Procedures manual	Treasurer's Office		Permanent		Yes	No	No	Paper & PC	No	
18. Daily Bank Position Sheets	Treasurer's Office		2 years (?)		Yes	No	No	Paper	No	
19. Daily Construction Expenditures	Treasurer's Office		Life of Bond Issue		Yes	No	No	Paper & Main frame	Yes	
20. Monthly Banking & Investment Transaction Info.	Treasurer's Office	11 years (per Iowa Code 524.221)	Permanent		Yes	No	No	Paper & PC	No	
21. Quarterly Investment Reports	Treasurer's Office	11 years (per Iowa Code 524.221)	Permanent		Yes	No	No	Paper & PC	Copy to Board Office	
22. First National Bank Daily Transactions	Treasurer's Office		CY + 2		Yes	No	No	Paper	Yes	
23. Bond Issue Reconciliations	Treasurer's Office	CY + 11 after the end of the bond	CY + 11 after the end of the Bond Issue		Yes	Yes	No	Paper	6/30 reports to Seagren; Monthly reports to D. Molinna	
24. Endowment Participation PC Programs	Treasurer's Office	11 years (per Iowa Code 76.10)	Permanent		Yes	No	Yes	Paper & PC	No	
25. Various Financial Reports	Treasurer's Office	11 years (per Iowa Code 524.221)	Permanent		Yes	No	No	Paper & PC	?	

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26. Master Lease Financing Files	Treasurer's Office	11 years (per Iowa Code 524.221)	Life of Lease		Yes	No	No	Paper	T.O. has finished product	Copy with NISI
27. Tuition Replacement Work papers	Treasurer's Office		Permanent		Yes	No	No	Paper & PC	Yes with S. Seagren	
Office Correspondence of an Official Nature	Treasurer's Office	11 years (per Iowa Code 524.221)	Permanent		Yes	No				
Notes:										
State of Iowa Code 524.221 "Preservation of bank records--statute of limitations: Banks (state and national) are not required to preserve their records for a period longer than eleven years."										
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.										