Treasurer's Office Records Retention Schedule										
(Contact person: Cynthia Bartels: 5-0127)										
DESCRIPTION	DESCRIPTION CUSTODIAN RET		· · · · ·			OFFICIAL? CONFID.?		CURRENT	DUPLICATED	SAFEGUARD
		LEGAL	ACTIVE	NON-				RECORD	ELSEWHERE?	MEASURES
				ACTIVE				FORMAT		CURRENTLY
			(CY: Current Yr	;)						IN PLACE?
					1					
		11 years (per								
1. Endowment Files	Treasurer's Office	Iowa Code 524.221)	Permanent		Yes	No	Yes	Paper & Microfilm	Yes	Microfilmed
1. Endowment Files	Office	11 years (per	rennalient		168	INO	168	MICIOIIIII	Tes	wherofillited
	Treasurer's	Iowa Code						Paper &		
2. Pending Bequest Files	Office	524.221)	Permanent		Yes	No	Yes	Microfilm	Yes	Microfilmed
									Board Office;	
		CY + 11 after	CY + 11 after						Ahlers &	
3. Bond Resolutions	Treasurer's Office	the end of the bond	the end of the Bond Issue		Yes	Yes	Yes	Donor	Springsted also	Microfilmed thru calendar 1995
5. Bolid Resolutions	Office				168	Tes	168	Paper	maybe	
	Treasurer's	CY + 11 after the end of the	CY + 11 after the end of the							Microfilmed thru summer 1997 for most
4. Bond Registrar Files	Office	bond	Bond Issue		Yes	Yes	Yes	Paper	No	issues
4. Dona Registrar Tries	Office				103	105	105	1 aper	110	155005
		CY + 11 after	CY + 11 after							
5. Bond Principal and Int.	Treasurer's	the end of the	the end of the					Paper & Main	T.O. has	
Payments	Office	bond 11 years (per	Bond Issue		Yes	Yes	Yes	frame	complete copy	none
	Treasurer's	Iowa Code						Paper, PC &	Maybe the	Norwest Bank has
6. Investment Records	Office	524.221)	to maturity		Yes	No	No	Mainframe	broker	copies
		11 years (per	2							•
7. Banking & Custodial	Treasurer's	Iowa Code								
Agreements	Office	524.221)	Permanent		Yes	No	No	Paper	Yes with banks	none
	Treasurer's	11 years (per Iowa Code							Yes with	
8. Funds Manager Agreements	Office	524.221)	Permanent		Yes	No	No	Paper	Managers	none
o. i unus munuger rigreements	onnee				105	110	110	ruper	Munugers	none
	The second sta	CY + 11 after	CY + 11 after							Manafilma dalam Fall
9. Cancelled Bonds	Treasurer's Office	the end of the bond	the end of the Bond Issue		Yes	Yes	Yes	Dapar	No	Microfilmed thru Fall 1997
7. Canceneu Dollus	Onice				105	1 08	1 68	Paper	INO	177/
		CY + 11 after	CY + 11 after							
	Treasurer's	the end of the	the end of the							Payment record on
10. Paid Bonds & Coupons	Office	bond CY + 11 after	Bond Issue		Yes	Yes	Yes	Paper	No	mainframe
11. Daily Bond Transaction	Treasurer's	the end of the						Paper & Main		
Sheets	Office	bond	CY + 7		Yes	No	No	frame	Yes	none
12. Dept. Postage Meter	Treasurer's									Pitney Bowes has most
Records	Office		CY + 5		Yes	No	Yes	Paper	No	recent report

Treasurer's Office Records Retention Schedule										
			(Contact per	rson: C	vnthia Ba	rtels: 5-01	127)			
DESCRIPTION	CUSTODIAN				OFFICIAL? CONFID.?		VITAL?	CURRENT	DUPLICATED	SAFEGUARD
		LEGAL	ACTIVE	NON-				RECORD	ELSEWHERE?	MEASURES
				ACTIVE				FORMAT		CURRENTLY
			(CY: Current Yr))						IN PLACE?
	1					,,		1		
1		CY + 11 after	CY + 11 after							
	Treasurer's	the end of the	the end of the					Paper & Main		
13. 1099B Lists	Office	bond	Bond Issue		Yes	Yes	Yes	frame	Yes	ITS backup
		CY + 11 after	CY + 11 after							
	Treasurer's	the end of the	the end of the							
14. Bond Correspondence	Office	bond	Bond Issue		Yes	Yes	No	Paper	No	List on PC
r · · · · ·		11 years (per								
	Treasurer's	Iowa Code								
15. Various Reference Books	Office	76.10)	Permanent		Yes	Yes	No	Paper	No	
	Treasurer's	11 years (per Iowa Code								
16. Funds Manager Stmts.	Office	524.221)	Permanent		Yes	No	No	Paper	No	Custodian has copy
10. Punds Manager Sunts.	Treasurer's	524.221)	Termanent		103	110	NU	Гарсі	110	Custouran has copy
17. Procedures manual	Office		Permanent		Yes	No	No	Paper & PC	No	
	Treasurer's							1		
18. Daily Bank Position Sheets	Office		2 years (?)		Yes	No	No	Paper	No	
19. Daily Construction	Treasurer's		Life of Bond					Paper & Main		
Expenditures	Office	11 /	Issue		Yes	No	No	frame	Yes	
20 Mandala Dauliu - R	Turner	11 years (per Iowa Code								
20. Monthly Banking & Investment Transaction Info.	Treasurer's Office	524.221)	Permanent		Yes	No	No	Daman & DC	No	
investment Transaction into.	Office	11 years (per	Permanent		res	INO	NO	Paper & PC	INO	
21. Quarterly Investment	Treasurer's	Iowa Code							Copy to Board	
Reports	Office	524.221)	Permanent		Yes	No	No	Paper & PC	Office	
22. First National Bank Daily	Treasurer's							1		
Transactions	Office		CY + 2		Yes	No	No	Paper	Yes	
									6/30 reports to	
		CY + 11 after	CY + 11 after						Seagren;	
	Treasurer's	C I + II after the end of the	C I + II after the end of the						Monthly reports	
23. Bond Issue Reconciliations	Office	bond	Bond Issue		Yes	Yes	No	Paper	to D. Molinna	
	Onice	11 years (per	Dona 1550C		105	100	110	1 apor	to D. Momilia	
24. Endowment Participation	Treasurer's	Iowa Code								
PC Programs	Office	76.10)	Permanent		Yes	No	Yes	Paper & PC	No	
		11 years (per								
	Treasurer's	Iowa Code								
25. Various Financial Reports	Office	524.221)	Permanent		Yes	No	No	Paper & PC	?	

Treasurer's Office Records Retention Schedule (Contact person: Cynthia Bartels: 5-0127)											
											DESCRIPTION
		LEGAL	ACTIVE	NON-			RECORD	ELSEWHERE?	MEASURES		
				ACTIVE			FORMAT		CURRENTLY		
							IN PLACE?				
		11 years (per									
26. Master Lease Financing	Treasurer's	Iowa Code						T.O. has			
Files	Office	524.221)	Life of Lease	Yes	No	No	Paper	finished product	Copy with NISI		
27. Tuition Replacement Work	Treasurer's		D (37	N	N		Yes with S.			
papers	Office	11 years (per	Permanent	Yes	No	No	Paper & PC	Seagren			
Office Correspondence of an	Treasurer's	Iowa Code									
Official Nature	Office	524.221)	Permanent	Yes	No						
	onice	321.221)	Termanent	105	110						
Notes:											
State of Iowa Code 524.221 "Pro	eservation of bank	recordsstatute	of limitations: Bar	nks (state and national) are	e not required	to preserve th	neir records				
for a period longer than elev	en years."										
1) The retention period for con											
2) The custodian has official r					CEUG 1:1		11				
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			less otherwise or	dered by court, by the law	ful custodian (or by another	person duly auth	orized			
Medical, student and perso				dered by court, by the law							
5) A "Vital Record" is one wh			o continue doing l	business or to preserve the	rights of the	unit, its emplo	ovees and the ger	eral public.			
6) "Office Correspondence of											
of the department and			• • •								