

Voucher Processing Team Records Retention Schedule										
(Contact person: Deb Zumbach: 5-3815)										
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)								
Reconciliations	VPT	State-3 Federal-3	CY + 1	2	No	No	No	Paper, Juno Server	Yes	Back up on server
Desk Ledger-(check register)	VPT	State-3 Federal-3	CY + 1	2	Yes	No	No	Paper, Juno Server	Yes	Back up on server
Procurement Card Database & Reports	VPT	State-3 Federal-3	CY + 1	2	Yes	No	No	Paper, Juno Server	Yes	Back up on server
Paytech database & Reports (Paytech handles the freight charges)	VPT	State-3 Federal-3	CY + 1	2	Yes	No	No	Juno Server	Yes	Back up on server
Microfilm & Index	VPT	State-3 Federal-3	CY + 1	2	Yes	No	No	Juno Server	Yes	Backup microfilm at JH. Index info. w/ CREST
Hold Check Register	VPT	State-3 Federal-3	CY + 1	2	No	No	?	Paper	No	Locked in fireproof safe every night. Server records in progress.
Check Microfilm (film of both sides of checks)	VPT	State-3 Federal-3	CY + 1	2	No	No	No	Microfilm	Yes	Backup microfilm at JH. Index info. w/ CREST
Office Correspondence of an Official Nature	VPT	State-3 Federal-3	Permanent		Yes	No				
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.										