

Academic Advising Center

Lisa Ingram 3-5700

DESCRIPTION	CUSTODIAN	RETENTION REQUIREMENTS (yrs.)			OFFICIAL?	CONFID.?	VITAL?	CURRENT RECORD FORMAT	DUPLICATED ELSEWHERE?	SAFEGUARD MEASURES CURRENTLY IN PLACE?
		LEGAL	ACTIVE	NON-ACTIVE						
		(CY: Current Yr)								
Student Records	AAC		While assigned to AAC	5 years	yes	yes	yes	Paper/PC	no	Stored in non-public area, locked during non-business hours
Student Letters of Recommendation	AAC		While assigned to AAC	5 years	yes	yes	yes	Paper/PC	no	Stored in non-public area, locked during non-business hours
Student Data Records	Registrar		While assigned to AAC	5 years	no	yes	yes	Paper/PC	yes	Stored in non-public area, locked during non-business hours
AAC Caseload Records	AAC		CY	Indefinite	yes	no	yes	Paper	no	Locked office
Data on UI Majors	Registrar		CY	Indefinite	no	no	no	Paper	yes?	
Student Evaluations/Needs Assessment	AAC			Indefinite	yes	yes	no	Paper	no	Locked office
Class lists/Grade lists	Registrar		Indefinite	Indefinite	no	yes	yes	paper	yes	Locked office
Course availability data	Registrar		Current copy	Indefinite	no	no	no	paper	yes	
Reviews and self studies	AAC		CY	Indefinite	yes	no	yes	paper	yes	
Office Correspondence of an Official Nature	AAC		CY +3	Indefinite	yes	no	yes	paper/PC	no	
Reports/Studies	AAC			Indefinite	may be	no	may be	paper/PC	no	
Personnel files	AAC		CY+3	3 years	yes	yes	yes	Paper	some may be	In locked, non-public office
Payroll files	Human Resources		CY+3	3 years	no	yes	no	Paper	yes	In locked, non-public office
Budgets	AAC		CY+3	3 years	yes	no	no	Paper/PC	no	In locked, non-public office
Job Search/Affirmative Action Records	AAC		CY+3	3 years	yes	yes	no	Paper	yes	In locked, non-public office
Purchase Orders/Requisitions	Purchasing		CY+3	3 years	no	no	no	Paper	yes	In locked, non-public office
Statements of Accounts	Accounting Services		CY+2	2 years	no	no	no	Paper/microf.	yes	In locked, non-public office
Maintenance Agreements	Purchasing		CY+3		no	no	no	Paper	yes	

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Inventory	Property Management Office		CY+3		no	no	no	Paper	yes	
Position reclassification	AAC		CY+3		yes	yes	no	Paper	yes	In locked, non-public office
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.										