

Admissions Office Records Retention Schedule

Contact: Michael Barron 51548

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)								
Prospective Student Records	Admissions Office	NA	CY + 1		Yes	Yes	Yes	Paper & Electronic	No	Files & ITS backup
Scholarship application files	Admissions Office	NA	CY		Yes	Yes	Yes	Paper & PC	No	Files & PC backup
Budgets	Admissions Office	3 yrs	CY + 3		Yes	No	No	Paper	No	File cabinet in Admissions Office
Inventory	Property Mngt. Office	3 yrs	CY + 3		No	No	No	Paper	Yes	PeopleSoft database
Maintenance agreements	Purchasing	3 yrs	CY + 3		No	No	No	Paper	No	
Payroll files	Human Resources	NA	CY + 3		No	Yes	No	Paper	Yes	File cabinet in Admissions Office
Personnel files	Admissions Office	NA	3 yr after termination		No	Yes	No	Paper	Partial	File cabinet in Admissions Office
Procurement Card reports	Accounts Payable	CY + 3	CY + 3		No	No	No	Paper	Yes	File cabinet in Admissions Office
Purchase Orders & requisitions	Purchasing	NA	CY + 3		No	No	No	Paper	Yes	File cabinet in Admissions Office
Requisitions to depts	Dept providing service	NA	CY + 3		No	No	No	Paper	Yes	File cabinet in Admissions Office
Search Materials	Admissions Office	CY + 3	CY + 3		Yes	Yes	No	Paper	No	File cabinet in Admissions Office
Statement of Accounts	Accounting Services	NA	CY + 5		No	No	No	Paper	Yes	File cabinet in Admissions Office
Travel Vouchers	Travel	NA	CY + 3		No	No	No	Paper	Yes	File cabinet in Admissions Office
Non-PO Vouchers	A/P	NA	CY + 3		No	No	No	Paper	Yes	File cabinet in Admissions Office
Office Correspondence of an Official Nature	Admissions Office	3 yrs	CY + 3		Yes	No	Yes	Paper & PC	PC backup	File cabinet in Admissions Office

Admissions Office Records Retention Schedule

Contact: Michael Barron 51548

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)								
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.										