

Office of Affirmative Action Proposed Records Retention Schedule

Jan Waterhouse 335-0124

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)								
AA Applicant Data System	OAA	CY + 3	Permanent		Yes	Yes	Yes	PC	No	LAN; daily, weekly, monthly backup
OAA Reports (AAP, BOR, Vets, IPEDS)	OAA	CY + 3	CY	Permanent	Yes	No	Yes	Paper	Yes	
Search Documents (Forms A, B, C, D, E, F, Card Files)	OAA	CY + 3	CY	3	Yes	Yes	Yes	Paper	Yes - A, B, D, F; No - C, E, Card Files	
Search Database	OAA	CY + 3	Permanent		Yes	Yes	Yes	PC	No	LAN; daily, weekly, monthly backup
ADA Requests	OAA	CY + 3	CY	Permanent	Yes	Yes	Yes	Paper	No	
Complaint Files	OAA	CY +3	CY	Permanent	Yes	Yes	Yes	Paper	No	
Complaint Database	OAA	CY + 3	Permanent		Yes	Yes	Yes	PC	No	Daily, weekly, monthly backup
Workforce Reports	OAA	CY + 3	CY	Permanent	Yes	Yes	Yes	Paper	No	
OAA Education Statistics	OAA		CY	Permanent	Yes	No	No	Paper	No	
OAA Newsletters	OAA		CY	Permanent	Yes	No	No	Paper; PC	No	
Unsolicited Resumes	OAA	CY +1	CY	1	Yes	Yes	No	Paper	No	
Office Correspondence of an Official Nature	OAA	CY + 3	Permanent		Yes	Some Yes/ Some No	Yes	Paper, PC	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 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.										