

American Studies Records Retention Schedule

Contact Person: Laura Kastens (335-0320)

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)							
Department-Related Files										
Faculty meeting minutes	Dept. (Kastens)		Indefinitely		yes	no	yes	paper/pc	no	locked office
Course offerings/schedules	Dept. (Louvar)		Indefinitely		yes	no	yes	paper/pc	no	locked office
Mid-Term and Final Class Lists	Dept.		Indefinitely		yes	yes	yes	paper	yes	locked office
Office correspondence of an official nature	Dept.		Indefinitely		yes	no	yes	paper	no	locked office
Faculty CVs	Dept.		Indefinitely		yes	no	no	paper	yes	locked office
Equipment requests/inventory	Dept. (Louvar)		CY+while housed in Dept		yes/no	no	yes/no	paper	yes	locked office
General Stores/Supplies	Dept. (Kastens)		CY+1		no	no	no	paper	no	locked office
Personnel Files										
Faculty Recruitment files	Dept. (Louvar)		CY+1	4 years	yes	yes	no	paper	no	locked office
Current Faculty Files	Dept. (Louvar)		while in department	indefinitely	yes	yes	yes	paper	no	locked file cabinet
Former Faculty Files	Dept. (Louvar)			indefinitely	yes	yes	no	paper	no	locked office
Current/former faculty promotion & tenure files	Dept. (Louvar)	indefinitely		indefinitely	yes	yes	yes/no	paper	yes	locked file cabinet
Current staff personnel files	Dept. (Louvar)		while in department	6 years	yes	yes	yes	paper	no	locked file cabinet
Current graduate student/teaching assistant academic & personnel files	Dept. (Louvar)		while in department	indefinitely	yes	yes	yes	paper	no	locked file cabinet
Former graduate student/teaching assistant academic & personnel files	Dept. (Louvar)			indefinitely	yes	yes	yes/no	paper	no	locked file cabinet
Current undergraduate academic files	Dept.		while in department	indefinitely	yes	yes	yes	paper	no	locked file cabinet
Former undergraduate academic files	Dept.			indefinitely	yes	yes	no	paper	no	locked office

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		LEGAL	ACTIVE	NON-ACTIVE						
			(CY: Current Yr)							
Admissions files - graduate applicants	Dept. (Kastens)		CY+1	1 year	yes	yes	yes	paper	yes	locked file cabinet
HRIS policies, appt. forms	Dept.		CY+4	indefinitely	yes	yes	yes	paper/pc	yes	locked file cabinet
<u>Accounting Records</u>										
Budget/Financial reports	Dept. (Louvar)		CY	4 years	yes	no	yes	paper	yes	locked office
Backup documents for change fouchers, blue requisitions, procurement cards, voucher/invoices, etc.	Dept. (Louvar)		CY+1	4 years	yes	no	yes	paper	yes	locked office
Statement of accounts	Dept. (Louvar)		CY+1	4 years	yes	no	yes	paper	yes	locked office
Payroll files	Dept. (Louvar)		CY+1	4 years	yes	yes	yes	paper	yes	locked office
Travel expense vouchers	Dept. (Kastens)		CY+1	4 years	yes	no	no	paper	yes	locked office
Phone bills	Dept. (Louvar)		CY+1	4 years	yes	no	yes/no	paper	yes	locked office
Grant accounts and awards	Dept. (Louvar)		CY	5 years	yes	no	yes	paper	no	locked office