

Records Retention Schedule Template

Anatomy and Cell Biology George McHenry 335-7756

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)								
Backup documentation for cv's deposits, purchases, receiving documentation, etc.	Dept/College		CY + 3		Yes	No	No			
Budgets	Dept/College		CY + 3		Yes	No	No			
Contracts	Business Manager		CY + 10 after expiration or longer if special circumstances exist		-	No	-			
Gift & Grant Awards	Grant Accounting		CY + 5 after expiration		No	No	No			
Inventory/Assets	Property Management		CY + 5		No	No	No			
Maintenance Agreements	Purchasing		Life of Item		No	No	No			
All Payroll files (including Staff Benefits)	Human Resources		Permanent on paper and/or microfiche		No	Yes	No			
Position Classifications	Dept/College		CY + 3		Yes	Yes	No			
Procurement Card Database and Reports	Voucher Processing Team		CY + 3		No	Yes	No			
Promotion & Tenure (Includes promotion record and dossier. Supplementary materials are optional.)	College		CY + 7 after employee terminates		Yes	Yes	No			
Purchase Orders	Purchasing		CY at http://www.bo.uiowa.edu/~ap-po ; CY + 5 on microfilm		No	No	No			

Records Retention Schedule Template

Anatomy and Cell Biology George McHenry 335-7756

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)								
Requisitions (thru Purchasing)	Purchasing		CY at http://www.bo.uiowa.edu/~ap-po ; CY + 5 on microfilm		No	No	No			
Search Materials (related to filling a vacancy)	Dept/College		CY + 3		Yes	Yes	No			
Statement of Accounts (SOA)	Accounting Services		CY + 2 at http://www.bo.uiowa.edu/~gldss ; Permanent on paper and/or microfiche		No	No	No			
Travel Vouchers	Travel		CY + 3		No	No	No			
Voucher & Invoices <\$10,000 (after 1/1/98)	Receiving Department		CY + 3		Yes	No	No			
Voucher & Invoices >\$10,000 (after 1/1/98)	Accounts Payable		CY at http://www.bo.uiowa.edu/~ap-po ; CY +6 on microfilm		No	No	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.										