

## Department of Anesthesia Records Retention Schedule

(Contact person: Jim Lane 4-8074)

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 Personnel records	Karla Christensen		CY + 1	5	yes	yes	yes	paper	COM	secure room/locked files
Accounting files	Heather Snapp Stark		CY + 1	7	yes	yes	yes	paper	no	secure room/locked files
Billing documents	Kris Jones		CY + 1	7	yes	yes	yes	paper	no	secure room/locked files
Physician/CRNA licensure	Karla Christensen		CY + 1	7	yes	yes	yes	paper/electronic	no	secure room/locked files
Grant administrative and accounting	John Stark		CY + 1	7	yes	yes	no	paper/electronic	no	secure room/locked files
Office Correspondence of an Official Nature										
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.									