

Records Retention Schedule Template

Asian Languages and Literature Peggy Timm 353-2206

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										
Department self-study and review reports	Dept. (P. Timm)		CY	Indefinitely	Yes	No	Yes	Paper	Yes	Locked file cabinet
Faculty meeting agendas and minutes	Dept. (P. Timm)		CY	Indefinitely	Yes	Yes/no	Yes	Paper	No	Locked office
Office Correspondence of an official nature	Dept. (P. Timm)		CY	Indefinitely	Yes	Yes/no	Yes/no	Paper	No	Locked file cabinet
Department by-laws	Dept. (P. Timm)		CY		Yes	No	Yes	Paper	Yes	Locked file cabinet
Strategic plan	Dept. (P. Timm)		CY	Indefinitely	Yes	No	Yes	Paper	Yes	Locked file cabinet
Space inventory	Dept. (P. Timm)		CY+1		No	No	No	Paper	Yes	Locked office
Surveys/reports/questionnaires	Dept. (P. Timm)			Indefinitely	Yes/no	No	Yes	Paper/PC	Yes	Locked file cabinet
Course offerings/schedules	Dept. (P. Timm)		CY	6 yrs	No	No	Yes	Paper	Yes	Locked office
Mid-term and final class lists	Dept. (P. Timm)		CY	Indefinitely	No	Yes	No	Paper	Yes	Locked office
Faculty CV's	Dept. (P. Timm)		Current version		Yes	Yes	Yes	Paper	Yes	Locked office
Equipment inventory	Dept. (P. Timm)		Current		No	No	Yes	Paper/diskette	No	Locked office
Equipment requests	Dept. (P. Timm)		CY	5 yrs	Yes	No	No	Paper	No	Locked office
Personnel Files										
Faculty/staff recruitment files	Dept. (P. Timm)		CY	4 Yrs	Yes	Yes	No	Paper	No	Locked office
Faculty/staff personnel files	Dept. (P. Timm)		Current	Indefinitely	Yes	Yes	Yes	Paper	No	Locked office
Former faculty personnel files	Dept. (P. Timm)			Indefinitely	Yes	Yes	Yes	Paper	No	Locked office
Current/former faculty promotion & tenure files	Dept. (P. Timm)		Current	Indefinitely	Yes	Yes	Yes	Paper	Yes	Locked office
Current graduate student/teaching assistant academic and personnel files	Dept. (P. Timm)		While in dept.	Indefinitely	Yes	Yes	No	Paper	No	Locked office

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		(CY: Current Yr)								
Current/former teaching assistant teaching evaluations	Dept. (P. Timm)		CY + 2	Indefinitely	No	Yes	Yes	Paper	No	Locked office
Former graduate student academic and personnel files	Dept. (P. Timm)		CY + 2	Indefinitely	Yes	Yes	No	Paper	No	Locked office
Current undergraduate academic files	Dept. (P. Timm)		While in dept.	Indefinitely	Yes	Yes	No	Paper	No	Locked file cabinet
Former undergraduate academic files	Dept. (P. Timm)		CY + 2	Indefinitely	Yes	Yes	No	Paper	No	Locked office
Admissions files graduate applicants	Dept. (P. Timm)		CY + 1	3 semesters	Yes	Yes	Yes	Paper	Yes	Locked office
Undergraduate records/correspondence	Dept. (P. Timm)		CY	Indefinitely	Yes/no	Yes/no	Yes	Paper/PC	Yes	Locked office
Files pertaining to graduate/undergraduate info	Dept. (P. Timm)		Indefinitely	Indefinitely	Yes	No	Yes	Paper	Yes	Locked in file cabinet
ACE forms	Dept. (P. Timm)		CY	Indefinitely	Yes/no	Yes/no	Yes	Paper/PC	No	Locked office
HRIS appointment forms	Dept. (P. Timm)		CY	Indefinitely	No	Yes	Yes	Paper/PC	Yes	Locke file cabinet/office
Immigration Documents	Dept. (P. Timm)		CY	Indefinitely	No	Yes	No	Paper	Yes	Locked office
Accounting Records										
Budget/Financial reports	Dept (P. Timm)		CY	5 Yrs	No/Yes	No	Yes	Paper	Yes	Locked office
Backup documentation for cv's, deposits, PO's, reqs, etc.	Dept (P. Timm)		CY	5 Yrs	Yes	No	Yes	Paper	Yes	Locked office
Statement of accounts	Dept (P. Timm)		CY	5 Yrs	No	No	Yes	Paper	Yes	Locked office
Payroll files	Dept (P. Timm)		CY	5 Yrs	No	Yes	No	Paper/web	Yes	Locked file cabinet/password
Travel vouchers	Dept (P. Timm)		CY	5 Yrs	No	No	Yes	Paper	Yes	Locked office
Notes:										
1) The retention period for convenience copies is 3 years which is a guideline and not a requirement.										

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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.										