Records Retention Schedule Template										
		Asian Languages ar	nd Literati	ure Peg	ggy Timm	353-220	06			
DESCRIPTION	CUSTODIAN					VITAL?	CURRENT	DUPLICATED	SAFEGUARD	
		LEGAL ACTIVE	NON-					ELSEWHERE?		
			ACTIVE				FORMAT		CURRENTLY	
		(CY: Current Yr)						IN PLACE?	
Department Related Files			I				T	Ī		
Department self-study and	Dept.									
review reports	(P. Timm)	CY	Indefinitely	Yes	No	Yes	Paper	Yes	Locked file cabinet	
Faculty meeting agendas and	Dept.	01	machinery	163	140	103	i apei	163	Locked life cabillet	
minutes	(P. Timm)	CY	Indefinitely	Yes	Yes/no	Yes	Paper	No	Locked office	
Office Correspondence of an	Dept.		machinichy	. 00	1 00/110	100	i apoi	110	200R0G GIIIOG	
official nature	(P. Timm)	CY	Indefinitely	Yes	Yes/no	Yes/no	Paper	No	Locked file cabinet	
	Dept.		,							
Department by-laws	(P. Timm)	CY		Yes	No	Yes	Paper	Yes	Locked file cabinet	
	Dept.									
Strategic plan	(P. Timm)	CY	Indefinitely	Yes	No	Yes	Paper	Yes	Locked file cabinet	
	Dept.									
Space inventory	(P. Timm)	CY+1		No	No	No	Paper	Yes	Locked office	
	Dept.	1 1 6 3 1				V	D /DO		1 1 101 11 1	
Surveys/reports/questionnaires	(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	
Course offerings/scriedules	Dept.	C1	o yıs	INO	INO	162	Papei	168	Locked office	
Mid-term and final class lists	(P. Timm)	CY	Indefinitely	No	Yes	No	Paper	Yes	Locked office	
Wild term and imar class lists	Dept.	Current	machinicity	140	103	140	i apci	103	Locked office	
Faculty CV's	(P. Timm)	version		Yes	Yes	Yes	Paper	Yes	Locked office	
, , ,	Dept.									
Equipment inventory	(P. Timm)	Current		No	No	Yes	Paper/diskette	No	Locked office	
	Dept.									
Equipment requests	(P. Timm)	CY	5 yrs	Yes	No	No	Paper	No	Locked office	
Personnel Files	David									
	Dept.	CY	4 Yrs	V	Vaa	NI.	Danes	NIa	Locked office	
Faculty/staff recruitment files	(P. Timm) Dept.	CY	4 118	Yes	Yes	No	Paper	No	Locked office	
Faculty/staff personnel files	(P. Timm)	Current	Indefinitely	Yes	Yes	Yes	Paper	No	Locked office	
acuity/stail personner mes	Dept.	Current	maemmery	163	163	163	т арег	INO	Locked office	
Former faculty personnel files	(P. Timm)		Indefinitely	Yes	Yes	Yes	Paper	No	Locked office	
Current/former faculty	Dept.			. 00	. 55	. 00	. 4501			
promotion & tenure files	(P. Timm)	Current	Indefinitely	Yes	Yes	Yes	Paper	Yes	Locked office	
Current graduate	, ,		,				,			
student/teaching assistant	Dept.									
academic and personnel files	(P. Timm)	While in dept.	Indefinitely	Yes	Yes	No	Paper	No	Locked office	

Effective Date: ?

Records Retention Schedule Template Asian Languages and Literature Peggy Timm 353-2206										
DESCRIPTION	CUSTODIAN	RETENTIO	N REQUIREME	ENTS (yrs.)	_ ~	CONFID.?	VITAL?	CURRENT	DUPLICATED	
		LEGAL	ACTIVE	NON-				RECORD	ELSEWHERE?	MEASURES
				ACTIVE				FORMAT		CURRENTLY
			(CY: Current Y	r)						IN PLACE?
Current/former teaching	Dept.									
assistant teaching evaluations	(P. Timm)		CY + 2	Indefinitely	No	Yes	Yes	Paper	No	Locked office
Former graduate student	Dept.									
academic and personnel files	(P. Timm)		CY + 2	Indefinitely	Yes	Yes	No	Paper	No	Locked office
Current undergraduate	Dept.							_		
academic files	(P. Timm)		While in dept.	Indefinitely	Yes	Yes	No	Paper	No	Locked file cabinet
Former undergraduate	Dept.		21/			.,		_		
academic files	(P. Timm)		CY + 2	Indefinitely	Yes	Yes	No	Paper	No	Locked office
Admissions files graduate	Dept.				.,	.,		_		
applicants	(P. Timm)		CY + 1	3 semesters	Yes	Yes	Yes	Paper	Yes	Locked office
Undergraduate	Dept.		0)/					D /DO		
records/correspondence	(P. Timm)		CY	Indefinitely	Yes/no	Yes/no	Yes	Paper/PC	Yes	Locked office
Files pertaining to	Dept.		1 1 6 7 1					6		
graduate/undergraduate info	(P. Timm)		Indefinitely	Indefinitely	Yes	No	Yes	Paper	Yes	Locked in file cabine
A C F forms	Dept.		CY	la deficited.	V/	V = = /= =	Vaa	Dom o. v/DC	Nia	l acted office
ACE forms	(P. Timm)		CY	Indefinitely	Yes/no	Yes/no	Yes	Paper/PC	No	Locked office Locke file
11010	Dept.		0)/	la definite le	NI-	V	V	D/DO	\/	
HRIS appointment forms	(P. Timm)		CY	Indefinitely	No	Yes	Yes	Paper/PC	Yes	cabinet/office
Immigration Documents	Dept. (P. Timm)		CY	Indefinitely	No	Yes	No	Paper	Yes	Locked office
Accounting Records										
	Dept									
Budget/Financial reports	(P. Timm)		CY	5 Yrs	No/Yes	No	Yes	Paper	Yes	Locked office
Backup documentation for cv's,	Dept							ı		
deposits, PO's, reqs, etc.	(P. Timm)		CY	5 Yrs	Yes	No	Yes	Paper	Yes	Locked office
	Dept							ı		
Statement of accounts	(P. Timm)		CY	5 Yrs	No	No	Yes	Paper	Yes	Locked office
	Dept							ı		Locked file
Payroll files	(P. Timm)		CY	5 Yrs	No	Yes	No	Paper/web	Yes	cabinet/password
	Dept						-	-1, -, -, -, -,		: : : p
Travel vouchers	(P. Timm)		CY	5 Yrs	No	No	Yes	Paper	Yes	Locked office
Notes:										
1) The retention period for con	venience copies	is 3 vears whi	ch is a guideline	and not a red	uirement.					

Effective Date: ?

Records Retention Schedule Template											
Asian Languages and Literature Peggy Timm 353-2206											
DESCRIPTION	CUSTODIAN	RETENTIO	OFFICIAL?	CONFID.?	VITAL?	CURRENT	DUPLICATED	SAFEGUARD			
		LEGAL	ACTIVE	NON-				RECORD	ELSEWHERE?	MEASURES	
				ACTIVE				FORMAT		CURRENTLY	
			(CY: Current Yr	•)						IN PLACE?	
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.										lic.	
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.											

Effective Date: ?