

## Records Retention Schedule

### Athletics Department Don Boland 5-8873

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)								
Licensing Agreements	Athletics Department	Life of Agreement Plus 2 years	Permanent		Yes	Yes	No	Paper	No	Hawk Shop
Game contracts	Athletics Department	NA	CY + 3		Yes	No	No	Paper	Unknown	Business Operations
Game Sponsorship	Athletics Department	NA	CY + 3		Yes	No	No	Paper	Unknown	Dept Accounting System
Game Settlement	Athletics Department	NA	CY + 3		Yes	No	No	Paper	No	Dept Accounting System
Purchase Orders	Purchasing	NA	CY + 3		No	No	No	Paper/Web	Yes	Dept Accounting System
Travel Vouchers	Travel	NA	CY + 1		No	No	Yes	Paper	Yes	Dept Accounting System
Voucher & Invoices (non PO)	Accounts Payable	NA	CY + 3		No	No	No	Paper	Yes	Dept Accounting System
Vouchers & Invoices <\$10,000 (after 1/1/98)	Accounts Payable	NA	CY + 5		No	No	Yes	Paper	Yes	Dept Accounting System
Vouchers & Invoices >\$10,000 (after 1/1/98)	Accounts Payable	NA	CY + 5		No	No	Yes	Paper	Yes	Dept Accounting System
Packing Slips	Athletics Equip Room	NA	CY + 3		Yes	No	Yes	Paper	Some at A/P	Business Operations
Procurement Card Vouchers	A/P	NA	CY + 3		No	No	No	Paper	Yes	Dept Accounting System
Inventory/Assets	Property Mgmt Office	NA	Unknown		No	No	No	Paper	Yes	People Soft Database
Documentation for CV's, deposits, etc.	Athletics Department	NA	CY + 5		Yes	No	No	Paper	Accounting Services	Business Operations
Foundation Payment Authorization	Athletics Department	NA	CY + 3		Yes	No	No	Paper	Yes	Business Operations
Statement of Account (SOA)	Accounting Services	NA	CY + 5		No	No	No	Paper	Yes	Business Operations
Student Athlete Records	Athletics Department					No				
Letter of Intent	Athletics Department									
Student Athlete Records	Athletics Department									
Official Visits	Athletics Department									
Budgets	Athletics Department	NA	CY + 3		No	No	No	Paper	Yes	Business Operations
Time Records	Athletics	Federal - 3	CY + 3		Yes	Yes	No	Paper	PJMS System	Locked Files
Personnel Files	Athletics Department	NA	CY + 3 after termination		No	Yes	Yes	Paper	Some at Payroll	Athletic Director & Administration Office

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		(CY: Current Yr)								
Search Materials - Filling Vacancies	Athletics Department	NA	CY + 3		Yes	Yes	No	Paper	Some with Affirm Action	Athletic Director & Administration Office
Information requests from Central Admin or External Sources	Athletics Department	NA	Permanent		Yes	Yes	Yes	Paper	Some, Yes	Athletic Director & Administrators & Business Operations
Policies & Procedures for Athletic Department	Business Office	NA	Permanent		Yes	No	Yes	Dept/Intranet	No	Under Development
Requisitions to a Dept (requesting goods/service)	Dept providing service	NA	CY + 3		Yes	No	No	Paper	Yes	Dept Accounting System
Unrelated Business Income Tax Information	Accounting Services	CY + 5	CY + 5		No	No	Yes	Paper	Accounting Services	Business Operations
Finkbine Alcohol/Food Sales	Risk Management	NA	CY + 5		No	No	Yes	Paper	Risk Management	Dept Accounting System
EADA Annual Report	Athletics Department	CY + 5	CY + 5		Yes	Yes	Yes	Paper & Computer	Yes	Hard Drive & Server
NCAA Audit	Athletics Department	CY + 5	CY + 5		Yes	Yes	Yes	Paper & Computer	Yes	Hard Drive & Server
Athletic Dept Web Page	Athletics Department	NA	Current		Yes	No	No	Web Server	No	Mary Curtis
Office Correspondence of an Official Nature	Athletics Department	NA	Permanent		Yes	No	Yes	Paper	Some, Yes	Athletic Director & Administrative Offices
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.										
12/28/01										