Records Retention Schedule Athletics Department Don Boland 5-8873											
		LEGAL	ACTIVE	NON-				RECORD	ELSEWHERE?	MEASURES	
				ACTIVE				FORMAT		CURRENTLY	
			(CY: Current Yr	•)						IN PLACE?	
					1						
	A .1. 11.	Life of									
l.,	Athletics	Agreement			.,			_			
Licensing Agreements	Department	Plus 2 years	Permanent		Yes	Yes	No	Paper	No	Hawk Shop	
Compa combinante	Athletics	NIA	CV - 2		Vaa	NI-	Nia	Danas	Links arres	Duningas Ongrations	
Game contracts	Department	NA	CY + 3		Yes	No	No	Paper	Unknown	Business Operations	
Como Sponograhia	Athletics	NΙΛ	CV . 2		Voc	No	No	Donor	Linknouve	Dept Accounting	
Game Sponsorship	Department Athletics	NA	CY + 3		Yes	No	No	Paper	Unknown	System Dept Accounting	
Game Settlement	Department	NA	CY + 3		Yes	No	No	Paper	No	System	
Game Settlement	Department	INA	CITS		162	INO	INU	Гареі	INO	Dept Accounting	
Purchase Orders	Purchasing	NA	CY + 3		No	No	No	Paper/Web	Yes	System	
i dichase Orders	1 dichasing	INA	01+3		140	140	140	ι αρεί/ ۷۷ΕΒ	163	Dept Accounting	
Travel Vouchers	Travel	NA	CY + 1		No	No	Yes	Paper	Yes	System	
Voucher & Invoices (non	Accounts		0111		110			i apoi	1.00	Dept Accounting	
PO)	Payable	NA	CY + 3		No	No	No	Paper	Yes	System	
Vouchers & Invoices	Accounts									Dept Accounting	
<\$10,000 (after 1/1/98)	Payable	NA	CY + 5		No	No	Yes	Paper	Yes	System	
Vouchers & Invoices	Accounts									Dept Accounting	
>\$10,000 (after 1/1/98)	Payable	NA	CY + 5		No	No	Yes	Paper	Yes	System	
	Athletics Equip										
Packing Slips	Room	NA	CY + 3		Yes	No	Yes	Paper	Some at A/P	Business Operations	
										Dept Accounting	
Procurement Card Vouchers		NA	CY + 3		No	No	No	Paper	Yes	System	
	Property Mgmt							_		People Soft	
Inventory/Assets	Office	NA	Unknown		No	No	No	Paper	Yes	Database	
Documentation for CV's,	Athletics		0)/ 5						Accounting	.	
deposits, etc.	Department	NA	CY + 5		Yes	No	No	Paper	Services	Business Operations	
Foundation Payment	Athletics	NIA	0.7.10		V	NI-	NI-	D	V	Descionario Companytica	
Authorization	Department	NA	CY +3		Yes	No	No	Paper	Yes	Business Operations	
Statement of Account (SOA)	Accounting Services	NΙΛ	CY + 5		No	No	No	Donor	Yes	Business Operations	
Student Athlete Records	Athletics	NA	C1+5		INU	No	No	Paper	162	business Operations	
Letter of Intent	Department					No					
Student Athlete Records	Athletics					INO					
Official Visits	Department										
	Athletics										
Budgets	Department	NA	CY + 3		No	No	No	Paper	Yes	Business Operations	
3 - 3								p			
Time Records	Athletics	Federal - 3	CY + 3		Yes	Yes	No	Paper	PJMS System	Locked Files	
	Athletics		CY + 3 after				-	1 -	Some at	Athletic Director &	
Personnel Files	Department	NA	termination		No	Yes	Yes	Paper	Payroll	Administration Office	

Records Retention Schedule										
Athletics Department Don Boland 5-8873										
DESCRIPTION	CUSTODIAN	RETENTION	REQUIREMENTS (yrs.)	OFFICIAL?	CONFID.?	VITAL?	CURRENT	DUPLICATED	SAFEGUARD	
		LEGAL	ACTIVE NON-				RECORD	ELSEWHERE?	MEASURES	
			ACTIVE	;			FORMAT		CURRENTLY	
	(CY: Current Yr)								IN PLACE?	
				1					lad to Division	
Search Materials - Filling	Athletics		0)/ 0		.,		_	Some with	Athletic Director &	
Vacancies	Department	NA	CY + 3	Yes	Yes	No	Paper	Affirm Action	Administration Office Athletic Director &	
Information requests from									Administrators &	
Central Admin or External	Athletics								Business	
Sources	Department	NA	Permanent	Yes	Yes	Yes	Paper	Some, Yes	Opeerations	
Policies & Procedures for	Business	INA	Permanent	res	res	res	Paper	Some, res	Opeerations	
Athletic Department	Office	NA	Permanent	Yes	No	Yes	Dept/Intranet	No	Under Development	
Requisitions to a Dept	Dept providing	INA	Fermanent	168	INU	162	Depi/intrariet	INO	Dept Accounting	
(requesting goods/service)	service	NA	CY + 3	Yes	No	No	Paper	Yes	System	
Unrelated Business Income	Accounting	INA	C1 + 3	168	INU	INU	Гареі	Accounting	System	
Tax Information	Services	CY + 5	CY + 5	No	No	Yes	Paper	Services	Business Operations	
Tax Illioilliation	Risk	01+3	01 + 3	INO	INO	163	i apei	Risk	Dept Accounting	
Finkbine Alcohol/Food Sales		NA	CY + 5	No	No	Yes	Paper		System	
TITINDITIE AICOTOI/T OOU Sales	Athletics	INA	01 + 3	INO	INO	163	Paper &	Management	System	
EADA Annual Report	Department	CY + 5	CY + 5	Yes	Yes	Yes	Computer	Yes	Hard Drive & Server	
E/18/1/ IIIIdai Noport	Athletics	0110	01.10	100	100	100	Paper &	100	riara Brivo a corvor	
NCAA Audit	Department	CY + 5	CY + 5	Yes	Yes	Yes	Computer	Yes	Hard Drive & Server	
110701710011	Athletics	01.10	0.70	1.00	. 55		Compator	100	riara Brivo a Corvor	
Athletic Dept Web Page	Department	NA	Current	Yes	No	No	Web Server	No	Mary Curtis	
Office Correspondence of	Athletics								Athletic Director &	
an Official Nature	Department	NA	Permanent	Yes	No	Yes	Paper	Some, Yes	Administrative Offices	
Notes:										
1) The retention period for				t a requireme	ent.					
The custodian has official										
3) An "Official Record" is the			ent maintained on file by	an administra	itive unit of F	US which is	usually, but not	t always, the orig	inal.	
Convenience copies										
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 a	and that should be	memorialized.								
12/28/01										