

Records Retention Schedule Template

Biochemistry Bill McCabe 5-7930										
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)										
Human resources	Biochem		Faculty records =7 yr past term Others 3 Yrs past term		Yes	Yes	Yes	Paper copies	Partially	Kept in Locked Office
Purchasing, A/P, CV's	Biochem		CY + 3		Sometimes	No	No	Paper copies	Partially	Kept in Locked Office
Gift & Grants	Biochem		CY + 3		Sometimes	No	No	Paper copies	Yes	Kept in Locked Office
Property Mgmt	Biochem		CY + 3		Sometimes	No	No	Paper copies	Yes	Kept in Locked Office
Administrative Files	Biochem		CY + 3		Yes	Sometimes	Yes		No	Kept in Locked Office
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.										