

## Biological Sciences Record Retention Schedule

(Contact: John Hannaford 335-1053)

DESCRIPTION	CUSTODIAN	RETENTION REQUIREMENTS (yr)			OFFICIAL	CONFID.?	VITAL?	CURRENT RECORD FORMAT	DUPLICATED ELSEWHERE?
		LEGAL	ACTIVE	NON-ACTIVE					
<b>Personnel/Payroll Files</b>									
Departmental Personnel Files	Biology, Univ. HR		3 yrs after leaving the University		Yes	Yes	Yes	Paper, server	Yes
Departmental Payroll Files	Payroll		3 yrs after leaving the University		No	Yes	Yes	Paper, server	Yes
Class Lists	Registrar		CY + 3		No	Yes	No	Paper	Yes
Personnel Activity Reports	Business Office		CY +3		No	Yes	No	Paper	Yes
Faculty Recruitment	Biology		CY + 3		Yes	Yes	No	Paper, server	Yes
P&S Recruitment	Biology		CY + 3		Yes	Yes	No	Paper, server	Yes
Merit Recruitment	Biology		CY + 3		Yes	Yes	No	Paper, server	Yes
Probationary reviews	Biology		The two most recent		Yes	Yes	No	Paper	Yes
Promotion & tenure files	Biology		3 yrs after leaving the University		Yes	Yes	No	Paper	Yes
Peer reviews	Biology		The two most recent		Yes	Yes	No	Paper	Yes
Annual Faculty Updates & CVs	Biology		CY + 2		No	No	No	Paper	Yes
Immigration documentation	Immigration	Fed +3	3 years after visa received		No	Yes	No	Paper, server	Yes
Reports on faculty extramural activities	Liberal Arts		CY + 3		No	Yes	No	Paper	Yes

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Appeals of merit and P&S reclassification decisions	Biology		Indefinitely		Yes	Yes	No	Paper	Yes

### Operation Files

General Operations	Biology, University		Indefinitely		Yes, some	No	Yes	Paper, server	Some.
Strategic plans	Biology		CY + 3		Yes	No	No	Paper, server	Yes
Travel Vouchers	Accounts Payable		CY + 3		No	Yes/No	No	Paper	Yes
Other "project" files	Biology		CY + 3		No	No	No	Paper, server	No
Committee meeting minutes	Biology		CY + 3		Yes	No	No	Paper, server	Yes
Space inventory	Facility Services		CY + 3		No	No	No	Paper, server	Yes
Equipment inventory	Property Mgt, Biology		CY + 3		No	No	No	Paper, server	Yes
Class Room/Lab Schedule	Biology		CY + 2		No	No	Yes	Paper, server	Yes
Key Control	Biology		CY + 2		No	No	Yes	Paper, server	Yes
Purchase Orders	Purchasing		CY + 4		No	No	No	Paper	Yes
Voucher/Invoice	Purchasing		CY + 4		No	No	No	Paper	Yes
Requisitions, intra-departmental	Biology		CY + 4		Yes	No	No	Paper	Yes

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UI Foundation Accts	UI Foundation		CY + 4		No	No	No		
Credit Card Vouchers	Accounts Payable		CY + 4		No	Yes/No	No	Paper	Yes
Grant Accounting files	Business Office		CY + 4		No	No	No	Paper	Yes

### Budget Files

General expense budget	Liberal Arts		CY + 5		No	Yes	Yes	Paper, server	Yes
Departmental recurring salary budget	Liberal Arts		CY + 5		No	Yes	Yes	Paper, server	Yes
Graduate College Allotment	Graduate College		CY + 5		No	Yes	Yes	Paper, server	Yes
Visitor and TA requests/allocations	Liberal Arts		CY + 5		Yes	Yes	Yes	Paper, server	Yes
Miscellaneous Budget Files	Biology		CY + 5		Some	Yes	Yes	Paper, server	Yes
Request for equipment funds	Biology		CY + 5		Yes	No	No	Paper, server	Yes

### Academics

Graduate Advising	Phil Ecklund		CY + 4		Yes	Yes	Yes	Paper, server	Yes
Undergraduate Advising	Amy Korthank		CY + 4		Yes	Yes	Yes	Paper, server	Yes
Course listings	Registrar		Current AY + 3		No	No	Yes	Paper, server	Yes

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**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.

**SAFEGUARD  
MEASURES  
CURRENTLY  
IN PLACE?**

Locked file in locked room and backup
Locked file in locked room and backup
Locked file in locked room and backup
Locked file in locked room and backup
In locked room and backup.
In locked room and backup.
In locked room and backup.
In locked room and backup.
In locked room and backup.
In locked room and backup.
In locked room and backup.
In locked room and backup.
In locked room and backup.
In locked room and backup.

<b>SAFEGUARD MEASURES CURRENTLY IN PLACE?</b>
In locked room and backup.

Some backup on computer
In locked room and backup
Locked file in locked room and backup
No
In locked room and backup
In locked room and backup
In locked room and backup
In locked room and backup
Locked file in locked room and backup
Locked file in locked room and backup
Locked file in locked room and backup
Locked file in locked room and backup

<b>SAFEGUARD MEASURES CURRENTLY IN PLACE?</b>
Locked file in locked room and backup
Locked file in locked room and backup
Locked file in locked room and backup

In locked file and backup
In locked file and backup
In locked file and backup
In locked file and backup
In locked file and backup
In locked file and backup

In locked file and backup
In locked file and backup
In locked file and backup

**SAFEGUARD  
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