

Records Retention Schedule Template

Broadcasting Services Vicki Spenner 5-5732										
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)								
Backup Documentation for CV's Deposits, purchases, receiving documents, etc...	Broadcasting Services	CY + 3 yrs	CY + 3 yrs		Yes	No	No	Paper	No	
Budgets	Broadcasting Services	CY + 3 yrs	CY + 5 yrs		Yes	No	No	Electronic, Paper	No	Locked in Director's Office
Contracts	Business Office	CY + 10 yrs after contract has expired	CY + 10 yrs		No	No	No	Paper	No	
Grants for Stations	Grant Accounting	CY + 3 yrs after awards has expired	Permanent		No	No	No	Paper	Sponsored Programs	
Inventory/Assets	Property Management									
Maintenance Agreements	Purchasing		CY + 3 yrs		No	No	No	Paper	Yes	
Personnel Files	Broadcasting Services	CY + 3 yrs after			Yes	Yes	No	Paper	No	
Procurement Card Reports	Voucher Processing Team	No	CY + 3 yrs		No	Yes	No		Yes	
Project Files/Engineering	Broadcasting Services	N/A	CY + 3 yrs		Yes		Yes	Paper	No	
Public Inspection Files	Broadcasting Services	Length of License	Length of License		Yes	No	Yes	Paper	No	
Purchase Orders	Purchasing	N/A	CY + 3 yrs		No	No	No		Broadcasting Services	
Requisitions from Departments	Broadcasting Services	Until Prod/Srvc is provided	CY + 3 yrs		No	No	No	Paper	Yes	
Requisitions through Purchasing	Purchasing	N/A	CY + 3 yrs		No	No	No	Paper	Yes	
Requisitions to Department	Dept Providing Product / Service	Until Prod/Srvc is received	CY + 3 yrs		No	No	No	Paper	Yes	

Effective Date: ?

5/16/01

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		(CY: Current Yr)								
Searches Files	Broadcasting Services	CY + 3 yrs.	CY + 3 yrs		Yes	Yes	No	Paper	No	
Special Events Files	Broadcasting Services	N/A			Yes	No	No	Paper	No	
Statement of Accounts	Accounting Services	N/A	CY + 5 yrs		No	No	No	Paper	Yes	
Station Logs AM & FM	Broadcasting Services	N/A	CY + 3 yrs		Yes	No	No	Paper	No	
Travel Vouchers	Travel Department	N/A	CY + 3 yrs		No	No	No	Paper	Yes	
Voucher & Invoices (before 1/1/98)	Accounts Payable	N/A	CY + 3 yrs		No	No	No	Paper	Yes	
Voucher & Invoices <\$10,000 (after 1/1/98)	Receiving Department	N/A	CY + 3 yrs		No	No	No	Paper	Yes	
Voucher & Invoices >\$10,000 (after 1/1/98)	Accounts Payable	N/A	CY + 3 yrs		No	No	No	Paper	Yes	
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.										