

Cardiology Records Retention Schedule

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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)								
Files of Past CV Fellowshps	Lori Bassler	??		Kept forever	Yes	Yes	Yes	Hard copy manilla folders	No	Kept in Locked files
Old Grant Records	Lori BAssler	??		Kept Forever	Yes	Some parts	Yes	Hard copy in 3-ring Notebooks	Possibly in Grant	Kept on shelves in locked office.
Office Correspondence of an Official Nature	tHis mostly relates to grants and is kept in the grant notebooks.									
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.										