

Records Retention Schedule

Center for the Book

Center for the Book Suzanne Micheau 5-0438										SAFEGUARD
DESCRIPTION	CUSTODIAN	RETENTION REQUIREMENTS (OFFICIAL)			CONFID.	VITAL?	CURRENT RECORD FORMAT	DUPLICATED ELSEWHERE?	MEASURES CURRENTLY IN PLACE?	
		LEGAL	ACTIVE	NON-ACTIVE						
		(CY: Current Yr)								
personnel	HR		CY + term	3	some y	y	y	paper	some y	locked office
inventory	dept/PMO		CY		n	n	y	paper	y	none
purchases	Acct payable		CY	10	n	n	y	paper	y	none
travel vouchers	Travel office		CY	10	n	n	y	paper	y	none
statements of account	Accting service		CY	10	n	n	y	paper	y	none
deposit receipts	Cashiers office		CY	10	n	n	y	paper	y	locked office
sales invoices/acct receivable	dept		CY +2	perm	n	n	y	e	n	passwrod
Departmental Budget	dept		CY +2	perm	y	n	y	e	paper	none
Grant Awards	Grant Accting		CY +2	5	n	n	y	paper	y	none
Events planning checklists, notes	dept		CY	5	y	n	y	e/paper	n	none
student applications/academic progress	dept		CY +3	perm	y	y	y	e/paper	n	locked office
S&E class proposals	S&E program		CY +3		n	n	y	paper	y	none
class lists	Registrar		CY	perm	n	y	y	paper	y	locked office
instructor corresp	dept			perm	y	n	y	paper	n	none
departmental publicity	dept			perm	y	n	y	e/paper	n	none
Advisory Board minutes	dept			perm	y	y	y	paper	n	locked office
DEO corresp	dept			perm	y	y	y	paper	n	locked office
mailing list	dept		CY	na	y					
Office Correspondence of an Official Nature	dept		CY	perm	y	n/y	y	paper	n	locked office