

**Central Mail Services
Chris Kula 384-3809**

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)								
Blue Requisitions	Central Mail	State -3, Federal - 3	CY + 5		Yes	No	No	Paper	Dept.	File Cabinet
Publications Orders	Central Mail	State -3, Federal - 3	CY + 10		Yes	No	No	Paper	Gen Ledger	File Cabinet
Mail Management System	Central Mail	State -3, Federal - 3	CY + 5		Yes	No	No	Data base on network server	No	Previous month is on network server back-up tapes
PODS (publication Order Department System)	Central Mail	State -3, Federal - 3	CY + 5		Yes	No	No	Mainframe	No	Off-line information is on microfiche - weekly back-ups
Office Correspondence of an Official Nature	Central Mail	State - 3, Federal -3	Permanent	Permanent	Yes	No	No			
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.										