

## International Programs Records Retention Schedule

Central Administration Julie Blair 5-0488										
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)								
National Resource Center grant application (NRC)	NRC		Life of grant + 3		yes	yes	no	paper	no	yes
NRC Foreign Language Area Studies fellowship applications, list of students, reports	NRC		Life of grant + 7		yes	yes	no	paper/after 7 years keep an electronic file & destroy paper	no	yes
International Travel Grant applications & correspondence	IP Sec III		CY + 3		yes	yes	no	paper	no	yes
International Travel Grant records	IP Sec III		CY + 7		yes	yes	yes	paper	no	yes
Board of Regents Linkage Report correspondence	IP Director		CY + 1		no	yes	no	electronic	no	yes
Board of Regents Linkage Reports	IP Director		permanent		yes	no	no	paper	yes	no
Policies, intra-office correspondence, Exec.	IP Sec IV		CY +3		no	no	no	paper	no	no
IP Staff Association reports and minutes	Assoc. secretary		CY +3		non	non	no	paper	no	no
IP Personnel Manual	IP Director		CY + 3		yes	no	yes	paper	no	no
Inventories of materials, computers, media, & furniture	IP Director		CY +3		no	no	no	paper	yes	yes
Budget process records	IP Dean's Office		CY +3		no	yes	no	paper	no	yes
Maintenance agreements & Rental Contracts	IP Sec III		Lifetime of contract		yes	no	no	paper	no	yes
Records of buidling maintenance	IP Director		CY + 3, then archive		no	no	no	paper	no	yes
Current personnel files	IP Sec. IV		CY+3		yes	yes	no	paper	no	yes

## International Programs Records Retention Schedule

Central Administration Julie Blair 5-0488										
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)								
Past employee personnel files including evaluations & intra-office correspondence	IP Sec. IV			CY+7	yes	yes	no	paper	no	yes
Current employee time records	IP Sec. IV		Current month		no	yes	no	paper	yes	yes
P&S searches: PDQ, external ads, AA forms, functional analysis, requisition	IP Director		Current positions	7 years	no	yes	no	paper	yes	yes
P&S search applications	IP Director		CY+3		yes	yes	no	paper	no	yes
Merit searches: PDQ, internal & external ads, job description , functional analysis, control sheet, requisition	IP Director		CY+3		no	yes	no	paper	yes	yes
Merit search applications	IP Director		CY+3		no	yes	no	paper	yes	yes
Graduate Asst. & student employee records	IP Sec. IV		CY+3		no	yes	no	paper	yes	yes
Graduate Asst. & student employee time sheets	IP Sec. IV		One year		no	yes	no	paper	yes	yes