

DEPARTMENT OF CHEMISTRY RECORDS RETENTION SCHEDULE

Hazel Kerr 5-1351

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)								
Academic Student Files- Undergraduate	Admissions & Registrar		7 years		yes	yes	yes	paper	yes	files
Academic Student Files- Graduate	Admissions & Registrar/Grad		7 years		no	yes	yes	paper	yes	files
Graduate Student Appointments	Dept/Grad College		7 years		no	yes	yes	paper	yes	files
Post Doc Appointments	Dept/HR		7 years		no	yes	yes	paper	yes	files
Graduate Student Applications	Dept/Grad Admissions		CY+ 1		no	yes	yes	paper	yes	files
Staff Appointments-P & S and Merit	Dept/CLA/HR		3-5 years		no	yes	yes	paper	yes	files
Personnel Records after leaving dept	Dept/HR		7 years		no	yes	yes	paper	yes	files
Faculty Appointments	Dept/CLA/HR		3-5 years		no	yes	yes	paper	yes	files
Payroll Information	Dept/HR		3-5 years		no	yes	yes	paper	yes	files
Budgets	Dept		3-5 years		no	yes	yes	paper	no	files
UI Financial Reports (includes grant accounts)	Dept/Bus. Off		3-5 years		no	yes	yes	paper	yes	files
Chemistry Financial Reports	Dept/Faculty		3-5 years		no	yes	yes	paper	no	files
Documentataion relating to remodeling and renovations	Dept		5 years		no	no	no	paper	yes	files
Staff meeting agenda/minutes	Dept		5 years		no	no	no	paper	yes	files
Materials relating to duties associated w/Staff Council	Hazel Kerr		2 years		no	no	no	paper	yes	files
Travel Vouchers	Dept/AP		7 years		no	yes	yes	paper	yes	files
Purchase Orders	Dept/AP		7 years		no	yes	yes	paper	yes	files
Inventory	Dept		7 years		no	yes	yes	paper/computer files	yes	files
Maintenance Agreements/Contracts	Dept		3-5 years		no	yes	yes	paper	yes	files
Copies of old Exams and Homework	Faculty		Indefinitely	Indefinite	no	yes	yes	paper/computer files	no	files

Effective Date: ?

7/5/01

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Patent Correspondence	Faculty		Indefinitely	Indefinite	no	yes	yes	paper	no	files
NMR DATA Request for service submission forms from each sample submitted for Facility Staff to Acquire, Process & Plot NMR data	John Snyder		7 years		no	yes	yes	Tape backup or Zip Files	no	files
Log books to record time used	John Snyder		7 years		no	yes	yes	paper	no	files
								Tape backup or Zip Files	no	files