

Records Retention Schedule Template

			Cinema and Comparative Literature (Sarah Moeller)							
DESCRIPTION	CUSTODIAN	RETENTION REQUIREMENTS (yrs.)		OFFICIAL?	CONFID.?	VITAL?	CURRENT RECORD FORMAT	DUPLICATED ELSEWHERE?	SAFEGUARD MEASURES CURRENTLY IN PLACE?	
		LGL	ACTIVE	NON-ACTIVE						
			(CY: Current Yr)							
financial records/statements	Moeller		CY	4	no	yes	no	paper	yes	locked office
class lists	Sec II		current sem	indefinitely	no	yes	no	paper	yes	locked office
visitor, adjunct, faculty files	Moeller		until terminated	indefinitely	yes	yes	no	paper/PC	yes	locked office
inventory/assets	Moeller		CY + 3		no	no	no	paper	yes	locked office
course approvals, schedules, descriptions	Moeller		current sem	5	no	no	no	paper/PC	yes	locked office
admissions dossiers	Sec II		until admission decisions are made	3	yes	yes	no	paper	yes	locked office
appt forms	Moeller		until terminated	indefinitely	no	yes	no	paper/PC	yes	locked office
Foundation account records	Moeller		until account closes	indefinitely	no	yes	no	paper/PC	yes	locked office
Letters of rec for student dossiers	Sec II		during the admissions process	5	yes	yes	no	paper	no	locked office
peer reviews	Moeller		until the next review	indefinitely	yes	yes	no	paper/PC	yes	locked office
POs/Reqs/V&I	Moeller		CY	3	no	no	no	paper	yes	locked office
policies for grad students	Sec II		current version		no	no	no	paper/PC	no	locked office
Departmental policies	Moeller		current version		no	no	no	paper/PC	no	locked office
promotion and tenure records	Moeller		until terminated	indefinitely	yes	yes	no	paper/PC	yes	locked office
reviews and self studies	Moeller		current version	indefinitely	yes	yes	no	paper/PC	yes	locked office
faculty search dossiers	Sec II		during the search process	4	yes	yes	no	paper/PC	partial	locked office
staff records	Moeller		until terminated	indefinitely	yes	yes	no	paper	partial	locked office
Grad student files	Moeller		while they are in student status	5	yes	yes	no	paper	partial	locked office
undergrad student files	Sec II		while they are in student status	3	yes	yes	no	paper	yes	locked office
faculty and student travel vouchers	Moeller		CY	3	no	no	no	paper	yes	locked office

Effective Date: ?

12/17/01

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		LGL	ACTIVE	NON-ACTIVE				FORMAT		CURRENTLY IN PLACE?
			(CY: Current Yr)							
visiting lecture files	Moeller		CY	3	no	yes	no	paper/PC	partial	locked office
faculty meeting minutes and agendas	Sec II		CY	indefinitely	yes	no	no	paper/PC	no	locked office
office correspondence of an official nature	Moeller		CY	indefinitely	yes	yes	no	paper/PC	partial	locked office

Effective Date: ?

12/17/01