DESCRIPTION	CUSTODIAN	**Classics Records Retention Schedule**							
		(Contact Person: Loretta Gronewold 335-2323)							
		RETENTION REQUIREMENTS (yr)					CURRENT	DUPLICATED	SAFEGUARD
		LEGAL	ACTIVE	OFFICIAL	CONFIDENTIAL	VITAL?	RECORD	ELSEWHERE?	MEASURES
							FORMAT		CURRENTLY
		(CY: Current Yr)							IN PLACE?
Central Files	Loretta Gronewold		CY + 7	yes/no	yes/no	yes/no	paper/Word	yes/no	none/backup disk
Personnel Files									
Faculty offer letters and related documentation	Loretta Gronewold		3 yrs after leaving University	no	yes	no	paper	yes	none
Probationary reviews	DEO -Robert Ketterer		Until P&T decision is complete	no	yes	no	paper	yes	none
P&T files for current faculty (external evaluators letters, student evaluation summaries, Deo letter)	DEO/Loretta Gronewold		Indefinitely	yes	yes	yes	paper	yes	none
P&T files for faculty who left the UI	Loretta Gronewold		7 yrs after departure	yes	yes	yes	paper	yes	none
Redacted versions of P&T files	DEO/Loretta Gronewold		2 yrs after conclusion & action	yes	yes	yes	paper	yes	none
Peer reviews	DEO/Loretta Gronewold		The two most recent	yes	yes	yes	paper	yes	none
Faculty CV's	DEO/Loretta Gronewold		Current version	yes	no	no	paper	yes	none
Performance appraisals for merit and P&S staff	DEO -Robert Ketterer		The two most recent	yes	yes	no	paper	yes	none
Immigration documentation	Loretta Gronewold		Indefinitely	no	yes	no	paper	yes	none
Faculty searches	Loretta Gronewold		CY + 3	yes	yes	yes	paper	yes	none
Adjunct faculty files	Loretta Gronewold		Two most recent appointments	no	no	no	paper	yes	none
Reports on faculty extramural activities	DEO/Loretta Gronewold		CY + 3	no	no	no	paper	yes	none
Staff payroll records	DEO-Robert Ketterer		CY + 3	no	yes	no	paper	yes	none
Staff employment records	DEO-Robert Ketterer		CY + 3	no	yes	no	paper	yes	none

Effective Date:

Classics Records Retention Schedule

(Contact Person: Loretta Gronewold 335-2323)

DESCRIPTION	CUSTODIAN	RETENTION REQUIREMENTS (yr)				VITAL?	CURRENT RECORD FORMAT	DUPLICATED ELSEWHERE?	SAFEGUARD MEASURES CURRENTLY IN PLACE?
		LEGAL	ACTIVE	OFFICIAL	CONFIDENTIAL				
			(CY: Current Yr)						
Classics general expense budget	Loretta Gronewold		CY + 3	no	no	yes	paper/Mac	yes	none/disk backup
departmental travel	Loretta Gronewold		CY + 3	yes	yes/no	no	paper/Mac	yes	none/disk backup
Department Related Files									
Foundation account summaries	Loretta Gronewold		CY + 3	no	yes	no	paper/Mac	yes	none/disk backup
Departmental allocation letters (Report of Funds)	Deo/Loretta Gronewold		CY + 3	no	yes	no	paper	yes	none
Visitor and TA requests/allocations	Loretta Gronewold		CY + 3	yes	yes	no	paper/Mac	no	none/disk backup
Requests for equipment	Deo/Loretta Gronewold		CY + 3	yes	no	no	paper/e-mail	yes	none/e-mail backup
Equipment inventory	Loretta Gronewold		CY + 3	no	no	no	paper	yes	none

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 publi

 6) "Office Correspondence of an Official Nature" refers to policies, procedures, reports (internal or external), etc. that are used in the administration and manageme of the department and that should be memorialized.

Effective Date:

excel/raul/file retention

12/19/01