

Records Retention Schedule Template

Clinical Research Center Mary McDermott 4-8319										
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)								
Research Grants	Sponsored Programs				No	No	No	Paper	GCRC Administration	Locked File Cabinet
Personnel Files	GCRC Administration		Indefinitely	5 yrs	No	Yes	Yes	Paper		Locked File Cabinet
Budgets	GCRC Administration		CY	5 yrs	No	Yes	Yes	Paper		Locked File Cabinet
Research Protocols	GCRC Administration		Indefinitely	5 yrs	No	Yes	Yes	Paper	Investigators' Office	Locked File Cabinet
Office Correspondence of an Official Nature	GCRC Adminis	Indefinitely			Yes	Yes	Yes	Paper		Locked File Cabinet
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.										