

Records Retention Schedule Template

College of Business Rhoda Cummings 5-2862										
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)										
Promotion & Tenure (Includes Promotion record and dossier. Supplementary materials are	College of Business	CY + 7 after employee terminates	? RC		Yes	Yes	Yes	Paper	Yes	Dean's Office
Purchase Orders	Purchasing	NA	CY + 3		No	No	No	Paper, web	Yes	Dean's and dept'l Offices
Requisitions to a Dept. (requesting product/service)	Dept. providing product/service	Until product/service is received	CY + 3		Yes/No	No	No	Paper	No	Dean's and dept'l Offices
Requisitions from a Dept. (providing product/service)	College of Business	CY + 3	CY + 3		Yes	No	No	Paper	No	Dean's and dept'l Offices
Requisitions (thru Purchasing)	Purchasing	NA	CY + 3		No	No	No	Paper	Yes	Dean's and dept'l Offices
Search Materials (related to filling a vacancy)	College of Business	CY + 3	CY + 5		Yes	Yes	No	Paper	Some with Affirm Action	Dean's Office
Student Records-Graduate & Undergrad	College of Business	Undgrad: CY + 5 Grad: CY + 10	?		Yes	Yes	Yes	Paper, PC	Some with ADP	Dean's Office
Statement of Account (SOA)	Accounting Services	NA	CY + 5		No	No	No	Paper	Yes	Dean's Office
Travel vouchers	Travel	NA	CY + 3		No	No	No	Paper	Yes	Dean's and dept'l Offices
Voucher & Invoices (before 1/1/98)	A/P	NA	CY + 5		No	No	No	Paper	Yes	Dean's and dept'l Offices
Vouchers & Invoices <(\$10000 (after 1/1/98)	College of Business	State-3, Federal 3	CY + 5		Yes	No	No	Paper	No	Dean's and dept'l Offices
Vouchers & Invoices >(\$10000 (after 1/1/98)	AP	NA	CY + 5		No	No	No	Paper	Yes	Dean's and dept'l Offices
A/R	College of Business	State-3 Federal-3	CY + 3		Yes	No	No	?	?	For all COB BC records, their network system is backed up nightly
Alliliation, Confidentiality, Licensing agreements(?)	College of Business	Life of the agreement plus 2 years	?		Yes	Yes	No	Paper?, PC?	?	?
Backup documentation for cv's, deposits, etc. (Via GL)	College of Business	CY + 3	CY + 5		Yes	No	No	Paper	No	Dean's or dept'l office which are locked during non-business hours

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Backup documentation for equipment purchases, receiving documents, etc.	College of Business	CY + 3	Life of item + 3 ?		Yes	No	No	Paper?, PC?	?	?
Budgets (includes Gen Fund and non-Gen Fund)	College of Business	State 3 Federal 3	CY + 5		Yes	No	No	Paper, PC	Provost's, Budget Office	Dean's and dept's Offices depending on budget type
Grants & Contracts	Sp Prog., Grant Accounting	CY + 5	? RC		No	No	Yes	Paper	Yes	Dean's and dep't offices
Information, requests from Central Admin. Or external	College of Business	CY + 3	Permanent		Yes	Yes	Yes	Paper	some yes	Dean's Office
Inventory/Assets (CSO-RC)	Property Mngt. Office	NA	?		No	No	No	Paper?, PC?	?	?
Maintenance agreements (CSO-RC)	Purchasing	NA	?		No	No	No	Paper?, PC?	?	?
Personnel files (includes Statt Benefits)	College of Business	CY + 3 after termination	? RC		No	Yes	Yes	Paper	some at Payroll	Dean's Office
Policies and procedures for the college	College of Business	State - 3 Federal - 3	Permanent		Yes	No	No	Paper	No	Dean's Office
Procurement Card Database & Reports	Voucher Processing Team	NA	CY + 3		No	Yes	No	Paper	Yes	Dean's and dep'l offices
Office Correspondence of an Official Nature	College of Business	State - 3 Federal - 3	Permanent		Yes	No	Yes	Paper	Some yes	Dean's and dep't offices
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.										