College of Medicine Administration Records Retention Schedule

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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)							
Budget	Med Admin Finance		Permanent		Yes	No	Yes	Electronic & Paper	Yes	Locked office/storage
Grants	Med Admin Research		CY + 3 after expiration		No	Yes	No	Paper	Yes	Locked office/storage
Payroll (includes Staff Benefits)	Med Admin HR		Med Admin-permanent;		No	Yes	No	Electronic & Paper	Yes	Locked office/storage
Purchase Orders	Med Admin Finance		CY + 3		No		No	Paper	Yes	Locked office
Statement of Accounts	Med Admin Finance		CY + 3		No	No	No	Paper	Yes	Locked office
Student Academic Records	Med Admin Registrar		CY + 5 after graduation;		Yes	Yes	Yes	Paper and CD-ROM	No	Locked office/storage
Office Correspondence of an Official Nature	Med Admin - all units		indefinite		Yes	Some	Some	Paper	Some	Locked office/storage

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.