				Compu	iter Scie	ence				
				Catherin	e Till 335	-0746				
	CUSTODIAN RETENTION REQUIREMENTS (yr)					CONFID.?	VITAL?	CURRENT	DUPLICATED	SAFEGUARD
		LEGAL	ACTIVE	NON-				RECORD	ELSEWHERE?	MEASURES
				ACTIVE				FORMAT		CURRENTLY
		(CY: Current Y	r)						IN PLACE?
Personnel Files										
<u> </u>			Current							
			indefinitely;							
Faculty offer letters and	Dept Chair		non-active							
related documentation -	& Admin		7 yrs after							locked office/
accepted	Asst		departure		yes	yes	yes	paper/electronic	ves	electronic backup
	7.001		Until P&T		700	700	700	ραροιγοισσαιστιισ	you	olootioillo baoltap
			decision is							locked office/
Probationary reviews	Dept Chair		complete		yes	yes	yes	paper/electronic	ves	electronic backup
1 Tobationary Teviews	Dopt Onan		complete		yes	yes	yes	paper/cicotionic	,	·
	_								some yes/	locked office/
P&T files for current faculty	Dept Chair		Indefinitely		yes	yes	yes	paper/electronic	some no	electronic backup
			2 yrs after							
Redacted versions of P&T			conclusion							locked office/
files	Dept Chair		& action		yes	yes	yes	paper/electronic	no	electronic backup
P&T files for faculty who left			7 yrs after							locked office/
the UI	Dept Chair		departure		yes	yes	yes	paper/electronic	no	electronic backup
			Two most		,	,	,	F-1		locked office/
Door rovious	Dont Chair						may tha	nanar/alaatrania	20	
Peer reviews	Dept Chair Dept Chair		recent		yes	yes	maybe	paper/electronic	no	electronic backup
	& Admin		Current							
Faculty CV's	Asst		version		V00	20	VOC	nanor	V00	locked office
					yes	no	yes	paper	yes	
Performance appraisals for	Dept Admin		Two most							locked office/
merit and P&S staff	Asst		recent		yes	yes	yes	paper/electronic	no	electronic backup
	Dept Admin									locked office/ back-
Immigration documentation	Asst		Indefinitely		no	yes	yes	paper/microfiche	ves	up on microfiche
3			CY + 3 yrs			, , ,	, , ,		,	
Payroll records - faculty &	Dept Admin		after							
staff	Asst		departure		no	yes	yes	paper	ves	locked office
			CY + 3 yrs							
Employment records - faculty	Dept Admin		after							
& staff	Asst		departure		no	yes	yes	paper	yes	locked office
Appeals of merit and P&S	Dept Admin		•					•	•	
reclassification decisions	Asst		Indefinitely		V00	VOC	VOC	nanor	V00	locked office
reciassification decisions	M991		пиенниену		yes	yes	yes	paper	yes	IOUKEU OIIICE
Curriculum/Student Files										
Curriculum materials by	Dept Admin									locked office/
semester	Asst		CY + 5		yes	no	yes	paper/electronic	no	electronic backup

Computer Science Catherine Till 335-0746											
		LEGAL	ACTIVE	NON-				RECORD	ELSEWHERE?		
				ACTIVE				FORMAT		CURRENTLY	
		(CY: Current Y	'r)						IN PLACE?	
				ı	İ	i e			1		
			current								
			indefinitely; non-active								
CS student files -	Dont		7 yrs after							some electronic	
	Dept		-					nonor/olootronio			
undergraduate	Secretary		departure current		yes	yes	yes	paper/electronic	yes	backup	
			indefinitely;								
			non-active								
	Graduate		7 yrs after						some	locked office/some	
CS student files - graduate	Secretary		departure		ves	yes	yes	paper/electronic	yes/some no	electronic backup	
gradate gradate			aopartaro		700	,00	, , ,	paper, electronic	•		
Graduate admission files	Graduate		CY + 3					nonor	some	locked office/some	
Graduate admission lifes	Secretary		C1 + 3		yes	yes	yes	paper	yes/some no	electronic backup	
	Dept Admin									locked office/	
Teaching evaluations	Asst		CY + 7		yes	yes	yes	paper/electronic	no	electronic backup	
	Graduate										
Graduate admission reports	Secretary		current year	5 years	yes	yes	yes	paper	yes	locked office	
	Graduate						_				
Course reports	Secretary		current year	10 years	yes	no	yes	paper	no	locked office	
- Собитов горолю	·		January Jan	. o you. o	,		,	μωμο.		TOURIST STREET	
Class lists	Dept		ourrent voor	2 voore	V00	V00	V00	nonor	1/00	locked office	
Class lists	Secretary		current year	2 years	yes	yes	yes	paper	yes	locked office	
	Graduate										
Final grade reports	Secretary		current year	10 years	yes	yes	yes	paper	yes	locked office	
	Dept Admin									locked office/	
Departmental accounts	Asst		current year	2 years	no	no	yes	paper/electronic	VOC	electronic backup	
Departmental accounts			current year	2 years	110	110	yes	paper/electronic	yes	-	
	Dept Admin			_						locked office/	
Grant accounts	Asst		current year	5 years	yes	no	yes	paper/electronic	yes	electronic backup	
Graduate assistant	Dept Admin									locked office/	
appointments	Asst		current year	2 years	yes	yes	yes	paper/electronic	yes	electronic backup	
	Dept Admin		current								
Payroll reports	Asst			2 years	no	yes	yes	paper	yes	locked office	
	Dept Admin			•						locked office/	
Budget information/reports	Asst		current year	2 years	no	yes	yes	paper/electronic	yes	electronic backup	
2 aagot iiioiiiiatioii/iopoita			carront year	_ yours		, 00	, 55	Papor/ 0.000101110	, 55	olocionio bacitap	
Foundation ogsavets	Dept Admin		ourrout	E voors				nonor		looked office	
Foundation accounts	Asst		current year	o years	no	no	yes	paper	yes	locked office	
Other Administration Files											

Computer Science											
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	CUSTODIAN RETENTIO	Official CONFID.?	VITAL?	CURRENT	DUPLICATED	SAFEGUARD					
	LEGAL	ACTIVE	NON-				RECORD	ELSEWHERE?	MEASURES		
			ACTIVE				FORMAT		CURRENTLY		
	(0	CY: Current Y	(r)						IN PLACE?		
Salary review-faculty & staff	Dept Chair Dept Chair	current year	5+ years	no	yes	yes	paper/electronic	yes	locked office/ electronic backup		
Faculty Searches	& Dept Secretary	CY + 3		no	yes	yes	paper/electronic	some yes/ some no	locked office/some electronic backup		
Faculty offer letters and related documentation declined	Dept Chair	current year	2 years	yes	yes	yes	paper/electronic	yes	locked office/some electronic backup		
Routine DEO administrative files	Dept Chair Dept Chair	current year	5 years	yes	yes/no	maybe	paper/electronic	some yes/some no	locked office/some electronic backup		
P & T Procedural guidelines	& Admin Asst	current year		no	no	yes	paper/website	yes	locked office		
Committees currently served on	Dept Chair	current year	10+ years	no	yes/no	no	paper	yes	locked office		
Strategic plans (dept)	Dept Chair	if under review	5+ years	yes	no	yes	paper/electronic	yes	none/PC backup/web		
Executive Committee minutes	Dept Chair	current year	5 years	no	no	no	paper/website	yes	locked office/ electronic backup		
Faculty Assembly minutes	Dept Chair	current year	5 years	no	no	no	paper/website	yes	locked office/ electronic backup		
Faculty meeting minutes	Dept Chair	current year	5+ years	yes	maybe	yes	paper/electronic	no	locked office/ electronic backup		
Departmental review files	Dept Chair	if under review	10 years	yes	no	yes	paper/electronic	yes	locked office/ electronic backup		
Staff search files	Dept Admin Asst	current year	10 years	yes	yes	yes	paper/electronic	no	locked office/some electronic backup		
Departmental statistics/surveys	Dept Admin Asst	current year	10 years	no	no	yes	paper/electronic	yes	locked office/some electronic backup		
Departmental & collegiate files	Dept Admin Asst	current year	10 years	no	no	maybe	paper	some yes/ some no	locked office		
DEO mailings	Dept Admin Asst	current year	5 years	no	no	maybe	paper/website	yes	locked office		
Foundation/fund raising files	Dept Admin Asst	current year	5 years	no	yes	yes	paper/electronic	yes	locked office		

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			ACTIVE				FORMAT		CURRENTLY		
	(CY: Current Yr)								IN PLACE?		
	Graduate										
Technical reports		current year	50 years	yes	no	no	paper	no	locked office		
Procedures files-faculty	Dept Admin										
development & P&T	Asst	current year	2 years	no	no	yes	paper/website	yes	locked office		
Visitor and TA	Dept Admin										
requests/allocations	Asst	current year	2 years	yes	yes	no	paper/PC	yes	locked office		
									locked office/		
Requests for building space	Dept Chair	current year	5 years	yes	no	no	paper/electronic	yes	electronic backup		
	Dept Admin								locked office/		
Requests for equipment		current year	2 years	yes	no	no	paper/electronic	yes	electronic backup		
	Dept Admin		_								
Space inventory		current year	5 years	no	no	no	paper	yes	locked office		
	Dept Admin		_								
Equipment inventory		current year	5 years	no	no	no	paper	yes	locked office		
	Dept Admin		_						locked office/some		
Other "project" files	Asst	current year	5 years	yes	maybe	maybe	paper/electronic	no	electronic backup		