

Computer Science

Catherine Till 335-0746

	CUSTODIAN	RETENTION REQUIREMENTS (yr)			Official	CONFID.?	VITAL?	CURRENT RECORD FORMAT	DUPLICATED ELSEWHERE?	SAFEGUARD MEASURES CURRENTLY IN PLACE?
		LEGAL	ACTIVE	NON-ACTIVE						
(CY: Current Yr)										
<u>Personnel Files</u>										
Faculty offer letters and related documentation - accepted	Dept Chair & Admin Asst		Current-- indefinitely; non-active-- 7 yrs after departure		yes	yes	yes	paper/electronic	yes	locked office/ electronic backup
Probationary reviews	Dept Chair		Until P&T decision is complete		yes	yes	yes	paper/electronic	yes	locked office/ electronic backup
P&T files for current faculty	Dept Chair		Indefinitely		yes	yes	yes	paper/electronic	some yes/ some no	locked office/ electronic backup
Redacted versions of P&T files	Dept Chair		2 yrs after conclusion & action		yes	yes	yes	paper/electronic	no	locked office/ electronic backup
P&T files for faculty who left the UI	Dept Chair		7 yrs after departure		yes	yes	yes	paper/electronic	no	locked office/ electronic backup
Peer reviews	Dept Chair		Two most recent		yes	yes	maybe	paper/electronic	no	locked office/ electronic backup
Faculty CV's	Dept Chair & Admin Asst		Current version		yes	no	yes	paper	yes	locked office
Performance appraisals for merit and P&S staff	Dept Admin Asst		Two most recent		yes	yes	yes	paper/electronic	no	locked office/ electronic backup
Immigration documentation	Dept Admin Asst		Indefinitely		no	yes	yes	paper/microfiche	yes	locked office/ back-up on microfiche
Payroll records - faculty & staff	Dept Admin Asst		CY + 3 yrs after departure		no	yes	yes	paper	yes	locked office
Employment records - faculty & staff	Dept Admin Asst		CY + 3 yrs after departure		no	yes	yes	paper	yes	locked office
Appeals of merit and P&S reclassification decisions	Dept Admin Asst		Indefinitely		yes	yes	yes	paper	yes	locked office
<u>Curriculum/Student Files</u>										
Curriculum materials by semester	Dept Admin Asst		CY + 5		yes	no	yes	paper/electronic	no	locked office/ electronic backup

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CS student files - undergraduate	Dept Secretary		current-- indefinitely; non-active-- 7 yrs after departure		yes	yes	yes	paper/electronic	yes	some electronic backup
CS student files - graduate	Graduate Secretary		current-- indefinitely; non-active-- 7 yrs after departure		yes	yes	yes	paper/electronic	some yes/some no	locked office/some electronic backup
Graduate admission files	Graduate Secretary		CY + 3		yes	yes	yes	paper	some yes/some no	locked office/some electronic backup
Teaching evaluations	Dept Admin Asst		CY + 7		yes	yes	yes	paper/electronic	no	locked office/ electronic backup
Graduate admission reports	Graduate Secretary		current year	5 years	yes	yes	yes	paper	yes	locked office
Course reports	Graduate Secretary		current year	10 years	yes	no	yes	paper	no	locked office
Class lists	Dept Secretary		current year	2 years	yes	yes	yes	paper	yes	locked office
Final grade reports	Graduate Secretary		current year	10 years	yes	yes	yes	paper	yes	locked office
Departmental accounts	Dept Admin Asst		current year	2 years	no	no	yes	paper/electronic	yes	locked office/ electronic backup
Grant accounts	Dept Admin Asst		current year	5 years	yes	no	yes	paper/electronic	yes	locked office/ electronic backup
Graduate assistant appointments	Dept Admin Asst		current year	2 years	yes	yes	yes	paper/electronic	yes	locked office/ electronic backup
Payroll reports	Dept Admin Asst		current years	2 years	no	yes	yes	paper	yes	locked office
Budget information/reports	Dept Admin Asst		current year	2 years	no	yes	yes	paper/electronic	yes	locked office/ electronic backup
Foundation accounts	Dept Admin Asst		current year	5 years	no	no	yes	paper	yes	locked office
Other Administration Files										

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Salary review-faculty & staff	Dept Chair		current year	5+ years	no	yes	yes	paper/electronic	yes	locked office/ electronic backup
Faculty Searches	Dept Chair & 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		current year	5 years	yes	yes/no	maybe	paper/electronic	some yes/some no	locked office/some electronic backup
P & T Procedural guidelines	Dept Chair & 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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Technical reports	Graduate Secretary		current year	50 years	yes	no	no	paper	no	locked office
Procedures files-faculty development & P&T	Dept Admin Asst		current year	2 years	no	no	yes	paper/website	yes	locked office
Visitor and TA requests/allocations	Dept Admin Asst		current year	2 years	yes	yes	no	paper/PC	yes	locked office
Requests for building space	Dept Chair		current year	5 years	yes	no	no	paper/electronic	yes	locked office/electronic backup
Requests for equipment	Dept Admin Asst		current year	2 years	yes	no	no	paper/electronic	yes	locked office/electronic backup
Space inventory	Dept Admin Asst		current year	5 years	no	no	no	paper	yes	locked office
Equipment inventory	Dept Admin Asst		current year	5 years	no	no	no	paper	yes	locked office
Other "project" files	Dept Admin Asst		current year	5 years	yes	maybe	maybe	paper/electronic	no	locked office/some electronic backup