

Records Retention Schedule Template

Division of Continuing Education Jan Koopman 5-3746										
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)								
All payroll files (including Staff Benefits)	Human Resources	NA	permanent		No	Yes	No	paper & electronic	Yes	locking file cabinet and computer backup
Budgets	Cont Educ	CY + 3	permanent		Yes	No	No	paper & electronic	Yes	file cabinet and computer
Backup documentation for cv's, deposits, prurchases	Cont Educ	CY + 3	CY + 3		Yes	No	No	paper & electronic	Yes	file cabinet and computer
Purchase Orders	Purchasing	NA	CY + 3		No	No	No	paper & electronic	Yes	file cabinet and computer
Reqs to Dept. requesting product/service	Providing Dept	until product service rec"d	CY + 3		No	No	No	paper & electronic	Yes	file cabinet and computer backup
Requisitions (through purchasing)	Purchasing	NA	CY + 3		No	No	No	paper & electronic	Yes	file cabinet and computer backup
Vouchers & Invoices before 1/1/98	Accounts Payable	NA	CY + 3		No	No	No	paper	Yes	file cabinet
Vouchers & Invoices <10,000 before 1/1/98	Cont Educ	NA	CY + 3		No	No	No	paper	Yes	file cabinet
Vouchers & Invoices >10,000 after 1/1/98	Accounts Payable	CY + 3	CY + 3		Yes	No	No	paper & electronic	Yes	file cabinet & computer backup
Procurement card reports	Accounts Payable	state - 3 federal - 3	CY + 3		No	No	No	paper & electronic	Yes	file cabinet & computer backup
Interdepartmental charges	Accounts Payable	state - 3 federal - 3	CY + 3		No	No	No	paper	Yes	file cabinet
Statement of Accounts and University wide reports	Business Office	NA	CY + 3		No	No	No	paper and electronics	Yes	file cabinet and computer backup
Travel Vouchers	Travel	NA	CY + 3		No	No	No	paper	Yes	file cabinet
Maintenance Agreements	Accounts Payable	CY + 3	CY + 3		No	No	No	paper	Yes	file cabinet
Inventory/Assets	Property Management	NA	CY + 3		No	No	No	paper	Yes	file cabinet
Office Correspondence of an Official Nature	Cont Educ	state - 3 federal - 3	permanent		Yes	No	No	paper & electronic	No	file cabinet and computer backup
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.										

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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.										