

UI Official Records Retention Schedule

Official records are: (1) records having the legally recognized and judicially enforceable quality of establishing some fact, policy, or institutional position or decision. (2) the single official copy of a document maintained on file by an administrative unit of the University which is usually, but not always, the original. (3) subject to the records retention requirements included in the Records Management Program and Retention Schedule.

* Records that may have historical or enduring value should be reviewed by the University Archivist before destruction.

**Confidential: records with information of various sorts that the University receives and holds confidential unless otherwise ordered by a court, by the lawful custodian of the records or by another person duly authorized to release such information. Examples include: student records, medical records, personnel records, etc.

***Vital: records with information considered essential for the operations of a department (and/or the University) and includes information that may prevent a department from incurring serious liability or risk, or that would be extremely costly to replace. In the event of a disaster, this information, if destroyed, would make it difficult for a department to conduct normal business activities.

02/2015

Official Record Category	Official Record Title	Official Record Description	Administrative Unit Responsible for Establishing Retention Criteria	UI Retention Guideline (5 Years, 10 Years or Permanent)*	Confidential* * (Yes/No)	Vital*** (Yes/No)	Official Files Maintained By (Central Administrative Unit or Local Department)
Contracts, Real Estate and Leasing	Leases	Signed lease where UI is either the tenant or landlord; Including all ground and tenant leases @ UI Research Park.	Business Manager's Office	10 years from termination	N	N	Business Manager's Office
Contracts, Real Estate and Leasing	Tenant Property	Leases with visiting scholars, faculty, staff and students.	Business Manager's Office	10 years from termination	Y-Student Leases only	N	Business Manager's Office
Contracts, Real Estate and Leasing	Household Moves	Incoming Faculty & Staff Relocation. Including, but not limited to: invoices from the moving company, the department authorization and e-mails, the moving company estimates, any significant emails (for audit purposes) about agreements to pay for special items (art work, automobile moving, wine collections etc.).	Business Manager's Office	5 years	N	N	Business Manager's Office

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Contracts, Real Estate and Leasing	Land Transactions	Purchase agreements; deeds; closing documents; land abstracts.	Business Manager's Office	Permanent	N	Y	Business Manager's Office
Contracts, Real Estate and Leasing	Easements	Easement Agreements & Right of Way Documents.	Business Manager's Office	Permanent	N	Y	Business Manager's Office
Contracts, Real Estate and Leasing	Contracts	The final, signed misc. contracts with various 3rd parties doing business with the University.	Business Manager, Purchasing, General Counsel	10 years from termination of contract	N	N	Manager's Office - Maintained in centralized contract management system. Departments must send final, signed contracts to: email address: uisignedcontracts@uiowa.edu
Contracts, Real Estate and Leasing	Agreements	Misc. documents with city governments; state agencies; and various non-profit partners.	Business Manager's Office	10 years from termination	N	N	Business Manager's Office