

## Records Retention Schedule Template

Center for Credit Programs 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	CY + 3	CY + 3		No	No	No	Paper & Electronic	CCP	locked file cabinet and computer backup
Backup documentation for cv's, deposits, pruchases, Money received/bank reports	CCP	CY + 3	CY + 3		No	No	No	Paper & Electronic	No	file cabinet and computer backup
	Cashier's Office	CY + 3	CY + 3		No	No	No	Paper & Electronic	CCP	file cabinet
Monthly cash report	Business Office	CY + 3	CY + 3		No	No	No	Paper	CCP	file cabinet
Online credit card charge/slips	CCP	CY + 3	CY + 3		Yes	Yes	No	Paper	Bank	file cabinet
Purchase Orders	Purchasing	NA	CY + 3		No	No	No	Paper & Electronic`	CCP	file cabinet and computer backup
Reqs to Dept. requesting product/service	Providing Dept	until product service rec'd	CY + 3		No	No	No	Paper & Electronic	CCP	file cabinet and computer backup
Requisitions (through purchasing)	Purchasing	state - 3 federal - 3	CY + 3		No	No	No	Paper & Electronic	CCP	file cabinet and computer backup
Vouchers & Invoice before 1/1/98	Accounts Payable	state - 3 federal - 3	CY + 3		No	No	No	Paper	CCP	file cabinet
Vouchers & Invoices<10,000 after 1/1/98	Accounts Payable	CY + 3	CY + 3		No	No	No	Paper & electronic	CCP	file cabinet and computer backup
Vouchers & Invoices >10,000 after 1/1/98	Accounts Payable	CY + 3	CY + 3		No	No	No	Paper & electronic	CCP	file cabinet and computer backup
Credits with purchase order	Accounts Payable	state - 3 federal - 3	CY + 3		No	No	No	Paper & electronic	CCP	file cabinet and computer backup
Credits non-purchase order	Accounts Payable	state - 3 federal - 3	CY + 3		No	No	No	Paper & electronic	CCP	file cabinet and computer backup
Procurement card reports	Accounts Payable	state - 3 federal - 3	CY + 3		No	No	No	Paper & electronic	CCP	file cabinet and computer backup
Interdepartmental charges	Accounts Payable	state - 3 federal - 3	CY + 3		No	No	No	Paper	CCP	file cabinet
None PO voucher & invoice/refunds	Accounts Payable	state - 3 federal - 3	CY + 3		No	No	No	Paper	CCP	file cabinet
Statement of Accounts	Business Office	CY + 3	CY + 3		No	No	No	Paper & electronic	CCP	file cabinet and computer backup
Travel Vouchers	Travel	CY + 3	CY + 3		No	No	No	Paper	CCP	file cabinet
Maintenance agreements	Weeg	CY + 3	CY + 3		No	No	No	Paper	CCP	file cabinet
Inventory/Assets	Property Management	CY + 3	CY + 3		No	No	No	Paper	CCP	file cabinet

Effective Date: ?

4/2/01

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		(CY: Current Yr)								
Employee evaluations/promotions	CCP	unspecified	permanent		No	Yes	No	Paper	No	locked file cabinet CCP
Search Materials (position vacancy)	CCP	unspecified	CY + 3		Yes	No	No	Paper	No	file cabinet CCP
Scholarship award records	Financial Aid	CY + 3	CY + 3		No	No	No	Paper & Electronic	CCP	file and computer backup
Class lists for S & E, Distance Education	Registrar's Office	unspecified	CY + 10		No	final list with grades	No	Paper	CCP	file cabinet CCP
AE Student academic records	Registrar's Office	unspecified	permanent		No	Yes	No	Paper	CCP	locked file cabinet CCP
GCS Student records/grades	CCP	not specified	permanent		Yes	Yes	Yes	Paper & electronic	only of final grades	file cabinet CCP
GCS Student completed exams	CCP	not specified	1 year		Yes	Yes	No	completd exam	No	locked cabinet at CCP
GCS Study Guide Masters	CCP	not specified	duration of course plus		No	No	Yes	paper & electronic	No	CCP
GCS Masters for Materials	CCP	not specified	duration of course plus		No	No	Yes	paper, cassettes, videos	Video Center has some copies	CCP
Distance Education Materials, videos, etc.	CCP	not specified	permanent		No	No	No	videos, paper, etc.	No	CCP
Course approval forms	CCP	not specified	permanent		Yes	No	No	paper	some departments	CCP
Office Correspondence of an Official Nature	CCP	state - 3 federal - 3	permanent	permanent	Yes	No	No			
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.										