

Department of Dermatology Records Retention Schedule

Contact Person: Laurie Smith 4-6012

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)								
COM budgets	Smith		CY +1	3		Y	Y	Paper/PC	COM Dean's Office	
Personnel records	Smith/Timm		CY +	6		Y	Y	Paper	No Spon	
Grants/Research studies	Smith		CY +1	3			Y	Paper	Programs/Gra	
Space records	Smith		CY +	3				Paper	Fac Mgmt	
Inventory records	Smith		CY +	3			Y	Paper/PC	UI Prop Mgmt	
UIHC budget	Smith		CY +1	3		Y	Y	Paper/PC	UIHC Admin	
Foundation account	Smith		CY +1	3		Y	Y	Paper/PC	Foundation	
Office Correspondence of an Official Nature										
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.										