

College of Engineering Records Retention Schedule

(Contact person: Janann Schiele: 335-5767)

| 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) | | | | | | | | |
| Backup documentation for cv's, deposits, purchases, receiving documents, etc.) | College of Engineering | CY + 3 | Yes | | Yes | No | No | Paper/ Electronic | Yes, Dept Offices | File Cabinet/ Server |
| All Payroll files (includes Staff Benefits) | Human Resources | NA | Yes | | No | Yes | No | Electronic | Yes | Server |
| Policies and procedures for the college. | College of Engineering | State-3 Federal-3 | Permanent | | Yes | No | No | Paper/ Electronic | No | File Cabinet/ Server |
| Promotion & Tenure (Includes Promotion record and dossier. Supplementary materials are optional.) | College of Engineering | CY + 7 after employee terminates | Permanent | | Yes | Yes | Yes | Paper | No | Locked File Cabinet, Dean's Office |
| Purchase Orders | Purchasing | NA | Yes | | No | No | No | Paper/ Electronic | Yes | File Cabinet/ Server |
| Requisitions to a Dept. (requesting product/service) | Dept. providing product/service | CY + 3 | Yes | | Yes/No | No | No | Paper/ Electronic | No | File Cabinet/ Server |
| Requisitions from a Dept. (providing product/service) | Dept. providing product/service | CY + 3 | Yes | | Yes | No | No | Paper/ Electronic | Yes | File Cabinet/ Server |
| Requisitions (thru Purchasing) | Purchasing | NA | Yes | | No | No | No | Paper/ Electronic | Yes | File Cabinet/ Server |
| Search Materials (related to filling a vacancy) | College of Engineering | CY + 3 | No | Yes | Yes | Yes | No | Paper | No | Dept File Cabinet |
| Graduate Student Records- by dept. | College of Engineering | CY + 10 | Yes | | Yes | Yes | No | Paper | Yes | Dept File Cabinet |
| Statement of Account (SOA) | Accounting Services | NA | Yes | | No | No | No | Paper/ Electronic | Yes | Dept File Cabinet/ Web |
| Travel Vouchers | Travel | NA | Yes | | No | No | No | Paper/ Electronic | Yes | Dept File Cabinet/ Server |
| Vouchers & Invoices (before 1/1/98) | A/P | NA | Yes | | No | No | No | Paper | Yes | Dept File Cabinet |
| Vouchers & Invoices < \$10,000 (after 1/1/98) | College of Engineering | State-3 Federal-3 | CY+3 | | Yes | No | No | Paper | Yes | Dept File Cabinet/ Server |

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|---|----------------------------|-------------------------------|-----------------------|------------|-----------|----------|--------|-----------------------|-----------------------------|--|
| | | LEGAL | ACTIVE | NON-ACTIVE | | | | | | |
| (CY: Current Yr) | | | | | | | | | | |
| Vouchers & Invoices > \$10,000 (after 1/1/98) | A/P | NA | CY+3 | | No | No | No | Paper | Yes | Dept File Cabinet/ Server |
| Office Correspondence of an Official Nature | College of Engineering | State-3 Federal-3 | Permanent | | Yes | No | ? | Paper | No | Dept File Cabinet/ Server |
| Backup documentation for equipment purchases, receiving documents, etc. | College of Engineering | CY + 3 | Life of item + 3 ? | | Yes | No | No | Paper | No | Dept File Cabinet |
| Budgets (includes Gen Fund and non-Gen Fund) | College of Engineering | State 3 Federal 3 | CY + 5 | | Yes | No | No | Paper/ Electronic | Provost's, Budget Office | Dean's and dept's Offices depending on budget type |
| Grants & Contracts | Sp Prog., Grant Accounting | CY + 5 | Yes | | No | No | Yes | Paper/ Electronic | Yes | Dept offices |
| Information, requests from Central Admin. Or external | College of Engineering | CY + 3 | Permanent | | Yes | Yes | Yes | Paper | some yes | Dean's Office |
| Inventory/Assets (CSO-RC) | Property Mngt. Office | NA | ? | | No | No | No | Paper, Web | ? | Web |
| Procurement Card Database & Reports | Voucher Processing Team | NA | CY + 3 | | No | Yes | No | Paper/ Electronic | Yes | Dean's and dept offices |
| 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 the UI 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. | | | | | | | | | | |