College of Engineering Records Retention Schedule										
(Contact person: Janann Schiele: 335-5767)										
DESCRIPTION	CUSTODIAN	RETENTION	REQUIREMEN	TS (yrs.)	OFFICIAL?	CONFID.?	VITAL?	CURRENT	DUPLICATED	SAFEGUARD
		LEGAL	ACTIVE	NON-				RECORD	ELSEWHERE?	MEASURES
				ACTIVE				FORMAT		CURRENTLY
			CY: Current Y	.)						IN PLACE?
De alore de arresentation for	l I									
Backup documentation for cv's, deposits, purchases,	College of							Paper/	Yes, Dept	File Cabinet/
receiving documents, etc.)	Engineering	CY + 3	Yes		Yes	No	No	Electronic	Offices	Server
,	Lingineening	01+3	163		169	NO	INO	Liectionic	Offices	Server
All Payroll files (includes	Human									
Staff Benefits)	Resources	NA	Yes		No	Yes	No	Electronic	Yes	Server
Policies and procedures for	College of	State-3	_					Paper/		File Cabinet/
the college.	Engineering	Federal-3	Permanent		Yes	No	No	Electronic	No	Server
Promotion & Tenure										
(Includes Promotion record		CY + 7 after								
and dossier. Supplementary	College of	employee								Locked File Cabinet,
materials are optional.)	Engineering	terminates	Permanent		Yes	Yes	Yes	Paper	No	Dean's Office
materials are optionally	Linginoching	torriiriates	1 omanone		100	100	100	-	140	
Burchasa Ordara	Durchasina	NΙΔ	Voo		No	No	No	Paper/	Voc	File Cabinet/
Purchase Orders	Purchasing	NA	Yes		No	No	No	Electronic	Yes	Server
Requisitions to a Dept.	Dept. providing							Paper/		File Cabinet/
(requesting product/service)	product/service	CY + 3	Yes		Yes/No	No	No	Electronic	No	Server
							-			
Requisitions from a Dept.	Dept. providing							Paper/		File Cabinet/
(providing product/service)	product/service	CY + 3	Yes		Yes	No	No	Electronic	Yes	Server
Requisitions (thru								Donor/		File Cabinet/
Purchasing)	Purchasing	NA	Yes		No	No	No	Paper/ Electronic	Yes	Server
r dronasing)	1 dichasing	INA	163		140	140	140	Liectionic	163	Server
Search Materials (related to	College of									
filling a vacancy)	Engineering	CY + 3	No	Yes	Yes	Yes	No	Paper	No	Dept File Cabinet
Graduate Student Records-	Collogo of									
	College of Engineering	CY + 10	Yes		Yes	Yes	No	Paper	Yes	Dept File Cabinet
by dept.	Engineening	C1 + 10	165		169	165	INO	гареі	162	Dept File Cabillet
	Accounting							Paper/		Dept File Cabinet/
Statement of Account (SOA)		NA	Yes		No	No	No	Electronic	Yes	Web
,										
Translation of the	Tuestal	NI A	V		NI -	NI -	NI	Paper/	V	Dept File Cabinet/
Travel Vouchers	Travel	NA	Yes		No	No	No	Electronic	Yes	Server
Vouchers & Invoices (before										
1/1/98)	A/P	NA	Yes		No	No	No	Paper	Yes	Dept File Cabinet
Vouchers & Invoices	College of	State-3								Dept File Cabinet/
< \$10,000 (after 1/1/98)	Engineering	Federal-3	CY+3		Yes	No	No	Paper	Yes	Server

		Coll	ege of Engine	eering R	ecords R	etention S	chedule			
		(Contact pers	son: Jan	ann Schi	ele: 335-5'	767)			
DESCRIPTION	CUSTODIAN	RETENTION	REQUIREMEN	TS (vrs.)	OFFICIAL?	CONFID.?	VITAL?	CURRENT	DUPLICATED	SAFEGUARD
		LEGAL	ACTIVE	NON-				RECORD	ELSEWHERE?	MEASURES
				ACTIVE				FORMAT		CURRENTLY
			(CY: Current Yr							IN PLACE?
Vouchers & Invoices										Dept File Cabinet/
> \$10,000 (after 1/1/98)	A/P	NA	CY+3		No	No	No	Paper	Yes	Server
								-		
Office Correspondence of	College of	State-3								Dept File Cabinet/
an Official Nature	Engineering	Federal-3	Permanent		Yes	No	?	Paper	No	Server
Backup documentation for										
equipment purchases,	College of		Life of item + 3							
receiving documents, etc.	Engineering	CY + 3	?		Yes	No	No	Paper	No	Dept File Cabinet
										Dean's and dept's
Budgets (includes Gen Fund	College of	State 3						Paper/	Provost's,	Offices depending on
and non-Gen Fund)	Engineering	Federal 3	CY + 5		Yes	No	No	Electronic	Budget Office	budget type
,	5									<u> </u>
	Sp Prog., Grant							Paper/		
Grants & Contracts	Accounting	CY + 5	Yes		No	No	Yes	Electronic	Yes	Dept offices
Information, requests from	College of									
Central Admin. Or external	Engineering	CY + 3	Permanent		Yes	Yes	Yes	Paper	some yes	Dean's Office
Contrar / tarmin Cr cytternar	Property Mngt.	0	1 omianone		. 00	100	. 00	i apoi	come yee	Boarro Omico
Inventory/Assets (CSO-RC)	Office	NA	?		No	No	No	Paper, Web	?	Web
inventory/resous (CCC res)	Voucher	14/ (•		140	110	140	1 apor, 110b	•	******
Procurement Card Database								Paper/		Dean's and dept
& Reports	Team	NA	CY + 3		No	Yes	No	Electronic	Yes	offices
& Reports	I Calli	INA	01+3		140	165	NO	LIECTIONIC	163	Offices
1) The retention period for	convenience conie	es is 3 vears wh	ich is a quideline	and not a	requiremen	t				
The custodian has official					Toquiromon					
3) An "Official Record" is the state of					administrativ	ve unit of the	UI which is	usually but no	t always, the origi	nal
Convenience copies			ZIR Mamamod of	o by an	- Commonati	TO GITTE OF THE	C. WIIIOII 13	acadily, but no	t amayo, mo ongi	11411
4) A "Confidential Record"			lic unless otherwi	se ordered	hy court by	the lawful c	istadian or h	v another ners	on duly authorize	d
Medical, student and pe			Unicas Otherwi	SE GIUEIEC	Jy Court, by	ale lawlul C	asiouian on l		duly authorize	u.
5) A "Vital Record" is one v			der to continue de	nina husin	ass or to pro	sarva tha riak	nte of the un	it its amployee	s and the genera	Inublic
6) "Office Correspondence										
6) Office Correspondence	oi an Oiliciai Natu	ire reiers to po	nicies, procedure	s, reports	(internal of e	xiemai), etc.	mai are use	eu iii ine aumin	istration and man	agement

of the department and that should be memorialized.