

DEPARTMENT OF ENGLISH RECORDS RETENTION SCHEDULE

(contact person: Gayle Sand 335-0459)

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)								
Central Files										
Departmental Central Files	Dept.		CY + 7		yes/no	yes/no	yes/no	PC/file	yes/no	files
Faculty Minutes	Dept.		CY + 7		yes	no	yes	PC/file	no	PC/file
Departmental Bylaws	Dept.		CY + 7		yes	no	yes	PC/file	no	PC/file
Office Correspondence of official nature	Dept.		CY+3		yes	yes/no	no	PC/file	yes/no	PC/file
Faculty Files										
Faculty Search Materials	Dept.		CY+3		yes	yes	no	PC/file	no	files
Probationary Reviews	Dept.		Until P&T decision is complete		no	yes	no	paper	yes	files
P&Tfiles	Dept.		7 yrs after departure or retirement		yes	yes	no	paper	yes	files
Peer Reviews	Dept.		The two most recent		yes	yes	no	paper	yes	files
Faculty CVs	Dept.		current version		yes	no	no	paper	yes	files
Faculty Development Files	Dept.		CY + 5		no	yes	no	paper	yes	files
Teaching assessments	Faculty/Dept.		CY+3		no	no	no	paper	yes	files
HR/Personnel Files										
P&S and Merit Staff Files	Dept.		CY+3		yes	yes	no	paper	no	files
Payroll Files	Dept.		CY+3		no	yes	no	paper	yes	files
Departmental Files										
Inventory/Assests	Dept.		CY+3		no	no	no	server/paper	yes	server

Effective Date:

10/29/01

(contact person: Gayle Sand 335-0459)

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)								
Key Inventory	Dept.		current version		yes	no	no	PC	no	PC files
Dept. Review files	Dept.		2 most recent reviews		yes	no	yes	PC/paper	no	PC/files
Visitor/TA request/allocations	Dept.		CY+3		yes	no	no	paper	no	files
Equipment/Space requests	Dept.		CY+3		no	no	no	paper	yes	files
Accounting Related Files										
UI Financial reports	Dept.		CY+3		no	no	no	paper	yes	files
Vouchers & Requisitions	Dept.		CY+3		no	no	no	paper	yes	files
Foundation reports	Dept.		CY+3		no	no	no	paper	yes	files
Academic Records										
ACE/Evaluations	Dept.		CY + 7		Yes	Yes	Yes	paper	no	files
Undergraduate Records/Corresp.	Dept.		1 yr after graduation		no	yes	yes	paper	yes	files
Graduate Records/Corresp.	Dept.		1 yr after graduation		no	yes	yes	paper	yes	files
Course Schedules	Dept.		CY+3		no	no	no	PC/paper	yes	PC/files
Course Grades	Dept.		CY+5		no	yes	yes	paper	yes	files
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.										