

Evaluation and Examination Service Records Retention Schedule											
		Contact Person: Jill Taylor 5-0358									
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)									
Placement Test Scores	Registrar's Office	Unspecified	CY + 5		No	Yes	Yes	Electronic	No	Network Backup	
Course & Instructor Evaluation Data	Instructor and / or Dept.	Unspecified	CY + 6		No	Yes	Yes	Electronic	Yes	Network Backup	
National Test Adm. Records	Test Companies	Unspecified	CY		No	Yes	No	Paper	Yes	Locked Files - Exam Service	
Scoring & Duplicating Job Tickets	Exam Service	Unspecified	CY + 1		Yes	No	No	Paper	No	Locked Secure Rm. - Exam Service	
Search Materials	Exam Service	CY + 3	CY + 3		Yes	Yes	No	Paper	No	Locked Files - Exam Service	
Budgets	Exam Service	3 years	CY + 5		Yes	No	No	Paper	No	File Cabinet in Exam Service	
Statement of Accounts	Accounting Services	NA	CY + 5		No	No	No	Paper	Yes	File Cabinet in Exam Service	
Payroll Files	Human Resources	NA	CY + 3		No	Yes	No	Paper	Yes	File Cabinet in Exam Service	
Purchase Orders & Requisitions	Purchasing	NA	CY + 5		No	No	No	Paper	Yes	File Cabinet in Exam Service	
Travel Vouchers	Travel	NA	CY + 5		No	No	No	Paper	Yes	File Cabinet in Exam Service	
Personnel Files	Exam Service	NA	3 Years After Termination		No	Yes	No	Paper	Partial	Locked Files - Exam Service	
Procurement Card Records	Accounts Payable	CY + 3	CY + 5		No	No	No	Paper	Yes	File Cabinet in Exam Service	
Inventory	EES / Property Management	3 years	CY + 3		No	No	No	Paper	Yes	File Cabinet in Exam Service	
Maintainance Agreements	Purchasing	3 Years	CY + 3		No	No	No	Paper	Yes	File Cabinet in Exam Service	
Test Company Contracts	Test Companies	Unspecified	CY + 3		Yes	No	Yes	Paper	Yes	File Cabinet in Exam Service	
Office Correspondence of an Official Nature	Exam Service	Unspecified	CY + 3		Yes	No	Yes	Paper & Electronic	No	File Cabinet & File Server	