

DEPARTMENT OF EXERCISE SCIENCE RECORDS RETENTION SCHEDULE

Contact Person: Betty Dye 5-9495

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)								
Academic Student Files- Undergraduate	Admissions & Registrar		Indefinitely	Indefinite	no	yes	yes	paper	yes	files
Academic Student Files- Graduate	Adm/Regis & Grad College		Indefinitely	Indefinite	no	yes	yes	paper	yes	files
Graduate Student Appointments	Dept/Grad College		Indefinitely	Indefinite	no	yes	yes	paper	yes	files
Staff Appointments--P & S and Merit	Dept/CLA		Indefinitely	Indefinite	no	yes	yes	paper	yes	files
Faculty Appointments	Dept/CLA/HR		Indefinitely	Indefinite	no	yes	yes	paper	yes	files
Payroll Information	HR		Indefinitely	Indefinite	no	yes	yes	paper	yes	files
Budgets	Dept/CLA		Indefinitely	Indefinite	no	yes	yes	paper	yes	files
Grant Awards	Dept/Spon Programs		Indefinitely	Indefinite	no	yes	yes	paper	yes	files
Statement of Account	Dept/Account Services		Indefinitely	Indefinite	no	yes	yes	paper	yes	files
Travel Vouchers	Dept/Travel		Indefinitely	Indefinite	no	yes	yes	paper	yes	files
Procurement Card Data	Dept/AP		Indefinitely	Indefinite	no	yes	yes	paper	yes	files
Purchase Orders	Dept/AP		Indefinitely	Indefinite	no	yes	yes	paper	yes	files
Voucher/Invoices <10K	Dept/AP		Indefinitely	Indefinite	no	yes	yes	paper	yes	files
Voucher/Invoices >10K	Dept/AP		Indefinitely	Indefinite	no	yes	yes	paper	yes	files
Inventory	Dept/FUS		Indefinitely	Indefinite	no	yes	yes	paper	yes	files
Maintenance Agreements	Dept/AP		CY + 2	Indefinite	no	yes	yes	paper	yes	files
Contracts	Dept/Spons Programs		CY + Duration	Indefinite	no	yes	yes	paper	yes	files
Health Protection Records	Dept/HPO		CY + 5	Indefinite	no	yes	yes	paper	yes	files
Personnel Records	Dept/HR		Indefinitely	Indefinite	no	yes	yes	paper	yes	files

Effective Date: ?

5/4/01

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Promotion/Tenure	Dept/CLA		Indefinitely	Indefinite	no	yes	yes	paper	yes	files
Departmental Reviews	Dept/CLA		Indefinitely	Indefinite	no	yes	yes	paper	yes	files
GER Reviews	Dept/CLA		Indefinitely	Indefinite	no	yes	yes	paper	yes	files
Correspondence	Dept		Indefinitely	Indefinite	no	yes	yes	paper	no	files/electronic
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.										
4/25/01 Ex Sci Retention Schedule.xls										