

FSG Administrative Services Proposed Records Retention Schedule

(Contact person: Susan Klatt: 5-5084)

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)								
Apprenticeship Programs	FSG Admin		CY + 10		Yes	No	No	Server		All computer files are stored on server. None are on PC's hard disk
Daily Time Records	FSG Admin	Federal-3	CY + 3		Yes	Yes	No	Paper	PJMS System	Locked Files
Electric/Gas Contracts	FSG Admin	CY + 10 after contract has expired.	Permanent		Either FSG Admin or M. Finnegan	No	No	Paper	Yes	Fire proof file cabinet
PJMS job history	FSG Admin	State-3 Federal-3	CY + 5		Yes	No	No	Mainframe, Microfiche	Yes	Copy with work control
Training Records	FSG Admin		CY + 5		Yes	No	No	Paper, PC-Server		All computer files are stored on server. None are on PC's hard disk
Vouchers & Invoices < \$10,000 (after 1/1/98)	FSG Admin	State-3 Federal-3	CY + 3		Yes	No	No	Paper	Yes *	Sprinkler system
UI Billings (utilities, maint., etc.)	FSG Admin	State-3 Federal-3	CY + 3		Yes	No	Yes	Paper, PC	Yes	All computer files are stored on server. None are on PC's hard disk
Non-UI Billings (utilities, maint., etc.)	FSG Admin	State-3 Federal-3	CY + 5		Yes	No	Yes	Paper, PC	Yes	All computer files are stored on server. None are on PC's hard disk
Office Correspondence of an Official Nature	FSG Admin	State-3 Federal-3	Permanent		Yes	No	No	Paper, PC	Yes	All computer files are stored on server. None are on PC's hard disk
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.										