

## FSG Design & Construction Services Proposed Records Retention Schedule

(Contact person: Jamie Achrazoglou: 5-1284)

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)								
Aerial Photos	FSG DCS	State-3 Federal-3	Permanent		Yes	No	No	Photos	Yes	
Board of Regents/B.O. Report of Action	FSG DCS		Permanent		Yes	No	No	Paper	Yes	Duplicates with BO, BOR, Consultant
Consultant Contracts	FSG DCS		Permanent		Yes	No	No	Paper, PC	Yes*	Duplicates (unsigned) at BO, Consultant
Consultant/Contractor Invoices/Vouchers	A/P	N/A	CY + 3		No	No	No	Paper, PC	Yes	
Environmental Studies, Surveys	FSG DCS		Permanent		Yes	No	Yes	Paper	Yes	Duplicates with consultant
Product samples & Submittals	FSG DCS	State-3 Federal-3	Permanent		Yes	No	Yes	Paper, product	Yes	Duplicates with vendor?
Project Requisition (blue req. from dept.)	FSG DCS	State-3 Federal-3	Life of project		Yes	No	No	Paper	Dept. may have copy	
Preliminary documents (budget, drawings, etc.)	FSG DCS	State-3 Federal-3	Permanent		Yes	No	Yes	Paper, PC	Yes	Duplicates at BO, KAPS system
Bid Documents- Plans & Specifications	FSG DCS	State-3 Federal-3	Permanent		Yes	No	No	Paper, PC	Yes	
Project Bids	FSG DCS	State-3 Federal-3	Permanent		Yes	No	Yes	Paper	No	
Construction Contracts & Insurance Certificates	FSG DCS	State-3 Federal-3	Permanent		Yes	No	No	Paper, PC	Yes	Paper duplicates
Change Documents, CARS, CCOs, ITCs...	FSG DCS	State-3 Federal-3	Permanent		Yes	No	No	Paper	Yes	CCOS; copy at BO CARs; copy with contractors
As-built drawings/contractor mark-ups	FSG DCS	State-3 Federal-3	Permanent		Yes	No	Yes	Mylar, Autocad	Possibly at the contractor	Most in fireproof storage containers

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		LEGAL	ACTIVE	NON-ACTIVE						
		(CY: Current Yr)								
Record Documents (finalized version of the as-built drawings)	FSG DCS	State-3 Federal-3	Permanent		Yes	No	Yes	Paper, Autocad, Mylar	Possibly at the contractor	Most in fireproof storage containers
Office Correspondence of an Official Nature	FSG DCS	State-3 Federal-3	Permanent		Yes	No	No	Paper, PC	?	?
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.										