

## FSG Operations & Maintenance Proposed Records Retention Schedule

(Contact person: John DeBrie: 5-5038, also see notes below)

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)										
Asbestos Abatement <sup>a</sup>	FSG O&M	Permanent	Permanent		Yes	No	No	Database, Paper	Yes	All computer files are stored on server. None are on PC's hard disk
Blue Requisitions (from dept's) <sup>b</sup>	FSG O&M	State-3 Federal-3	CY + 3		Yes	No	No	Paper	Dept copy	
Building Warranties <sup>c</sup>	FSG O&M	15 yrs. or life of warranty	15 yrs. or life of warranty		Yes	No	No	Paper	No	
CFC Reports <sup>c</sup>	FSG O&M	5	CY + 5		Yes	No	No	Database, Paper	Yes	All computer files are stored on server. None are on PC's hard disk
Cross-connection Prevention test reports <sup>c</sup>	FSG O&M	5	CY + 5		Yes	No	No	Paper	No	
Preventive Maintenance Database <sup>c</sup>	FSG O&M	5	Current Version		Yes	No	No	Network	Yes	All computer files are stored on server. None are on PC's hard disk
Office Correspondence of an Official Nature <sup>d</sup>	FSG O&M	State-3 Federal-3	Permanent		Yes	No	No	Paper	No	
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.										
a - Contact person is Bob Hradek 5-5901										
b - Contact person is Wanda MacGruder 5-5073										
c - Contact person is Shirley Long 5-5174										
d - Contact person is Kathy Dautremont 5-5098										