FSG Planning & Estimating Proposed Records Retention Schedule
(Contact person: Steve Thomae: 5-5497)

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)							
PJMS-work order system	FSG Admin		X # of months after job is complete	Permanent	No	No	Yes	Server	Yes	Backed up; jobs put on microfiche when closed
Dept req's for work orders	FSG Plan, Est.	N/A	CY + 3		Yes	No	No	Paper, Server	Yes	File cabinet & storage boxes
Estimate & job summaries	FSG Plan, Est.	State-3 Federal-3	CY + 3		Yes	No	Yes	Paper, Server	Yes	All computer files are stored on server. None are on PC's hard disk
Job scheduling	FSG Plan, Est.	State-3 Federal-3	CY + 3		Yes	No	No	Paper, Server	Yes	All computer files are stored on server. None are on PC's hard disk
Asbestos Testing	FSG Plan, Est.		Permanent		Yes	No	Yes	Server	Yes	All computer files are stored on server. None are on PC's hard disk
Planner notes, drawings, copies of vouchers, contacts	FSG Plan, Est.	State-3 Federal-3	CY + 3		Yes	No	Yes	Paper, Server	Yes	File cabinet
Office Correspondence of an Official Nature	FSG Plan, Est.	State-3 Federal-3	Permanent		Yes	No	No	Paper, PC	Yes	

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.