

**Department of Family Medicine**  
**Completed by Sharon Booker, Administrator**

Description	Custodian	Retention	Official	Confidential	Vital?	Routine	Current Record Format	Duplicated Elsewhere	Safeguard Measures Currently In Place?
<b>Human Resources</b>									
Personnel Files	Administration	CY + 3		X					
Faculty annual reviews	Dept. Head	CY + 7 after termination		X					
Promotion and tenure Related information	Dept. Head	CY + 7 after termination		X					
Job recruitment infor.	Administration	CY + 3	X						
Payroll	Administrator	CY + 3	X						
<b>Financial</b>									
Budgets	Administration	CY + 3							
SOA's	Administration	CY + 2 (10 yrs in storage)					X	X	
Travel	Administration	CY + 3 (10 yrs in storage)					X	X	
Vouchers, invoices, purchase orders	Administration	CY + 2 (10 yrs in storage)					X	X	
Contracts	Administration	CY + 10 yrs after expire					X	X	
Procurement card records	Administration	CY + 3					X	X	
Maintenance agreements	Administration	CY + 3					X	X	
Award activation notice	Administration	CY + 3 after expires					X	X	
<b>Predoc</b>									
Medical student information	Predoc	CY + 3		X					
<b>Residency</b>									
Program related information	Residency	CY + 3 (more yrs in storage)		X					
<b>Miscellaneous</b>									
Meeting minutes	Administration	CY + 3					X	X	
Correspondence	Administration	CY + 3					X	X	
Inventory	Administration	CY + 3					X	X	
<b>Grants</b>									
Applications	Administration	CY + 3 after award expired.					X	X	
Budgets	Administration	CY + 3					X	X	

Updated: 5/14/01

