

Financial Analysis

Kirby Tenhulzen 335-0083

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)										
Indirect Cost Agreement	Financial Analysis	State - 3, Federal - 3	Current base year + prior base year		Yes	No	Yes	Paper, PC		These are backed up on the LAN
Indirect Cost Reports: base year	Financial Analysis	State - 3, Federal - 3	Current base year + prior base year		Yes	No	Yes	Paper, PC		These are backed up on the LAN
Indirect Cost Reports; non-base year	Financial Analysis	State - 3, Federal - 3	CY + 5		Yes	No	Yes	Paper, PC		These are backed up on the LAN
Indirect Cost working papers & documentation	Financial Analysis	State - 3, Federal - 3	CY + 5		Yes	No	Yes	Paper, PC		These are backed up on the LAN
NSF Survey of Expenditures Report	Financial Analysis	State - 3, Federal - 3	CY + 5		Yes	No	Yes	Paper, PC		These are backed up on the LAN
FTE	Financial Analysis	State - 3, Federal - 3	CY + 5		Yes	No	No	Paper, mainframe		
Fac & Admin. Costs at Colleges and Universities	Financial Analysis	State - 3, Federal - 3	CY + 5		Yes	Yes	No	Paper	COGR	
PAR Surveys	Financial Analysis	State - 3, Federal - 3	CY + 5		Yes	Yes	Yes	Paper, mainframe		
Unit Cost Study	Financial Analysis	State - 3, Federal - 3	CY + 5	Permanent	Yes	No	No	Paper, H Drive	Board of Regents	
Admin Service Charge	Financial Analysis	State - 3, Federal - 3	CY + 5	Permanent	Yes	No	No	Paper, H Drive		
Office Correspondence of an Official Nature	Financial Analysis	State - 3, Federal - 3	Permanent		Yes	No	No	Paper, PC	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.										