				RDS RETENTION		IEDULE				
				y Stenzel (335-22	253)					
	RETENTION		MENTS (YR)							
		(CY = Current Year)						CURRENT		SAFEGUARD MEASURES
DESCRIPTION	CUSTODIAN	LEGAL	ACTIVE	NON-ACTIVE OFF	ICIAL	CONFI- DENTIAL	VITAL	RECORD FORMAT	DUPLICATED ELSEWHERE	CURRENTLY IN PLACE
Department-Related Files										
Department self-study and review reports	Dept (Stenzel)		indefinitely	V	es es	no	yes	paper	yes	locked file cabinet
Faculty meeting agendas and minutes	Dept (Stenzel)		indefinitely	V	es	no	yes	paper	yes	locked file cabinet
Department by-laws	Dept (Stenzel)		indefinitely		es es	no	yes	paper/PC	no	locked file cabinet
Strategic plan	Dept (Stenzel)		indefinitely		'es	no	yes	paper	yes	locked file cabinet
CIC Questionnaire/Surveys/reports	Dept (Stenzel		indefinitely	yes	s/no	no	yes	paper	yes	locked file cabinet
Course offerings/schedules	Dept (Stenzel)		indefinitely	yes	s/no	no	yes/no	paper	yes	locked file cabinet
	Dept (Byers/									
Mid-Term and Final Class Lists	Stenzel)		CY + 1 yr	4 yrs y	es	yes	no/yes	paper	yes	locked file cabinet
Office correspondence of an official nature	Dept		indefinitely	y	es	yes/no	yes/no	paper	yes/no	locked file cabinet
Faculty CVs	Dept (Stenzel)		current version	y	es es	no	yes	paper	yes	locked file cabinet
	Dept		CY + while housed in							
Equipment requests/inventory	(Stenzel) Dept		Dept	yes	s/no	no	yes/no	paper	yes	locked office
General Stores/Supplies	(Stenzel)		CY	2 yrs r	าด	no	yes/no	paper	no	locked office

	FREN		ALIAN RECOR							
			Person: Rose	mary Stenze	l (335-22	253)				
	RETENTIO		MENTS (YR)							
		(CY = Current	Year)							
	QUOTODIAN	15041	4 OTIVE	NON ACTIVE	0==10141	CONFI-	\((1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1	CURRENT RECORD	DUPLICATED	MEASURES CURRENTLY IN
DESCRIPTION Description	CUSTODIAN	LEGAL	ACTIVE	NON-ACTIVE	OFFICIAL	DENTIAL	VITAL	FORMAT	ELSEWHERE	PLACE
Personnel Files	Dont									
Faculty recruitment files	Dept (Stenzel)		CY+ 1	4 yrs	yes	yes	no	paper	no	locked room
Current faculty personnel	Dept									
files	(Stenzel)		while in dept.	indefinitely	yes	yes	yes	paper	no	locked file cabinet
Former faculty personnel files	Dept (Stenzel)			indefinitely	yes	yes	no	paper	no	locked room
Current/former faculty	Dept				,,,,	,		Pape.		
promotion & tenure files	(Stenzel)	indefinitely		indefinitely	yes	yes	yes/no	paper	yes	locked file cabinet
promotion a terrare mee	Dept	aoitoly		in a commutery	, , ,	, , ,	<i>y 00,</i> 110	ραροι	you	Tookod mo odomot
Current staff personnel files	(Stenzel)		while in dept.	6 yrs	yes	yes	yes	paper	no	locked file cabinet
Current graduate student/teaching assistant academic and personnel	Dept									
files	(Stenzel)		while in dept.	indefinitely	yes	yes	yes	paper	no	locked file cabinet
Former graduate student/teaching assistant academic and personnel files	Dept (Stenzel)			indefinitely	yes	yes	yes/no	paper	no	locked room
	UAC/Dept			aotory	you	900	yourno	рарог	110	TOURGUT TOURT
Current undergraduate	(Faculty									
academic/personal files	Advisor)		while in dept.	indefinitely	yes	yes	yes	paper	no	advisor's office
Former undergraduate	Dept									
academic/personal files	(Stenzel)			indefinitely	yes	yes	no	paper	no	locked room
Admissions files-graduate	Dept									
applicants	(Stenzel)		CY+ 1	2 yrs	yes	yes	yes	paper	yes	locked file cabinet
Undergraduate	Dept									
records/correspondence	(Stenzel)		CY+4	indefinitely	yes/no	yes/no	yes/no	paper/PC	yes	locked office

	FREN	CH AND ITA	ALIAN RECOF	RDS RETENT	TON SCH	HEDULE				
		Contact Per	son: Rosema	ry Stenzel (3	35-2253)					
	RETENTION	N REQUIREN	MENTS (YR)							
	(CY = Current Year)									
DESCRIPTION	CUSTODIAN	LEGAL	ACTIVE	NON-ACTIVE	OFFICIAL	CONFI- DENTIAL	VITAL	CURRENT RECORD FORMAT	DUPLICATED ELSEWHERE	SAFEGUARD MEASURES CURRENTLY IN PLACE
ACE forms	Dept (Byers)		CY	4 yrs	no	yes/no	yes	paper	no	locked office
	Dept									locked file
HRIS policies, appt. forms	(Stenzel)		CY+4	indefinitely	yes	yes	yes	paper/PC	yes	cabinet/office
Accounting Records					-					
-	Dept									
Budget/Financial reports	(Stenzel)		CY	4 yrs	yes	no	yes	paper	yes	locked office
Backup documents for										
change vouchers, blue										
requisitions, procurement	Dept									
card, voucher/invoices, etc.	(Stenzel)		CY+1	4 yrs	yes	no	yes	paper	yes	locked office
	Dept									
Statements of accounts	(Stenzel)		CY+1	4 yrs	yes	no	yes	paper	yes	locked office
	Dept									
Payroll files	(Stenzel)		CY+1	4 yrs	yes	yes	yes	paper	yes	locked office
	Dept									
Travel vouchers	(Stenzel)		CY+1	4 yrs	yes	no	no	paper	yes	locked office
	Dept									
Phone bills	(Stenzel)		CY+1	4 yrs	yes	yes/no	yes/no	paper	yes	locked office
	Dept									
Grant accounts and adwards	(Stenzel)		CY	5 YRS	yes	yes/no	yes	paper	no	locked office