

FRENCH AND ITALIAN RECORDS RETENTION SCHEDULE										
Contact Person: Rosemary Stenzel (335-2253)										
RETENTION REQUIREMENTS (YR)										
		(CY = Current Year)								
DESCRIPTION	CUSTODIAN	LEGAL	ACTIVE	NON-ACTIVE	OFFICIAL	CONFIDENTIAL	VITAL	CURRENT RECORD FORMAT	DUPLICATED ELSEWHERE	SAFEGUARD MEASURES CURRENTLY IN PLACE
Department-Related Files										
Department self-study and review reports	Dept (Stenzel)		indefinitely		yes	no	yes	paper	yes	locked file cabinet
Faculty meeting agendas and minutes	Dept (Stenzel)		indefinitely		yes	no	yes	paper	yes	locked file cabinet
Department by-laws	Dept (Stenzel)		indefinitely		yes	no	yes	paper/PC	no	locked file cabinet
Strategic plan	Dept (Stenzel)		indefinitely		yes	no	yes	paper	yes	locked file cabinet
CIC Questionnaire/Surveys/reports	Dept (Stenzel)		indefinitely		yes/no	no	yes	paper	yes	locked file cabinet
Course offerings/schedules	Dept (Stenzel)		indefinitely		yes/no	no	yes/no	paper	yes	locked file cabinet
Mid-Term and Final Class Lists	Dept (Byers/Stenzel)		CY + 1 yr	4 yrs	yes	yes	no/yes	paper	yes	locked file cabinet
Office correspondence of an official nature	Dept		indefinitely		yes	yes/no	yes/no	paper	yes/no	locked file cabinet
Faculty CVs	Dept (Stenzel)		current version		yes	no	yes	paper	yes	locked file cabinet
Equipment requests/inventory	Dept (Stenzel)		CY + while housed in Dept		yes/no	no	yes/no	paper	yes	locked office
General Stores/Supplies	Dept (Stenzel)		CY	2 yrs	no	no	yes/no	paper	no	locked office

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<u>Personnel Files</u>										
Faculty recruitment files	Dept (Stenzel)		CY+ 1	4 yrs	yes	yes	no	paper	no	locked room
Current faculty personnel files	Dept (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 promotion & tenure files	Dept (Stenzel)	indefinitely		indefinitely	yes	yes	yes/no	paper	yes	locked file cabinet
Current staff personnel files	Dept (Stenzel)		while in dept.	6 yrs	yes	yes	yes	paper	no	locked file cabinet
Current graduate student/teaching assistant academic and personnel files	Dept (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
Current undergraduate academic/personal files	UAC/Dept (Faculty Advisor)		while in dept.	indefinitely	yes	yes	yes	paper	no	advisor's office
Former undergraduate academic/personal files	Dept (Stenzel)			indefinitely	yes	yes	no	paper	no	locked room
Admissions files-graduate applicants	Dept (Stenzel)		CY+ 1	2 yrs	yes	yes	yes	paper	yes	locked file cabinet
Undergraduate records/correspondence	Dept (Stenzel)		CY+4	indefinitely	yes/no	yes/no	yes/no	paper/PC	yes	locked office

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ACE forms	Dept (Byers)		CY	4 yrs	no	yes/no	yes	paper	no	locked office
HRIS policies, appt. forms	Dept (Stenzel)		CY+4	indefinitely	yes	yes	yes	paper/PC	yes	locked file cabinet/office
<u>Accounting Records</u>										
Budget/Financial reports	Dept (Stenzel)		CY	4 yrs	yes	no	yes	paper	yes	locked office
Backup documents for change vouchers, blue requisitions, procurement card, voucher/invoices, etc.	Dept (Stenzel)		CY+1	4 yrs	yes	no	yes	paper	yes	locked office
Statements of accounts	Dept (Stenzel)		CY+1	4 yrs	yes	no	yes	paper	yes	locked office
Payroll files	Dept (Stenzel)		CY+1	4 yrs	yes	yes	yes	paper	yes	locked office
Travel vouchers	Dept (Stenzel)		CY+1	4 yrs	yes	no	no	paper	yes	locked office
Phone bills	Dept (Stenzel)		CY+1	4 yrs	yes	yes/no	yes/no	paper	yes	locked office
Grant accounts and adwards	Dept (Stenzel)		CY	5 YRS	yes	yes/no	yes	paper	no	locked office