

General Stores Records Retention Schedule

(Contact person: Gary Anderson: 384-3917)

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)								
Receiving Copies	General Stores		CY		Yes	No	No	Paper	No	Some mainframe backup
Original Orders	General Stores		CY		Yes	No	No	Paper	No	Some mainframe backup
Safety Shoe Records	General Stores	Fed- CY + 5	CY + 5		Yes	No	No	Paper	No	Mainframe backup
Freight Bills	General Stores	State-3 Federal-3	CY + 3		Yes	No	No	Paper	Freight Companies	
Vouchers & Invoices < \$10,000 (after 1/1/98)	General Stores	State-3 Federal-3	CY + 3		Yes	No	No	Paper	Yes *	Non-final copy with A/P
Office Correspondence of an Official Nature	General Stores	State-3 Federal-3	Permanent		Yes	No	No	Paper,PC	No	Some on PC backup
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.										