

Records Retention Schedule Template

Contact Person: D.E.O./Trudy Meyers/Susan Kay Sokol 5-0151---GEOGRAPHY

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)							
Accounting Records										
Documentation for cv's, deposits, purchases, receiving documents, etc.	Geography		CY+3		No	No	Yes	Paper	Yes	File cabinet
Budget/Financial Records	College and Geography		CY+3		No	No	Yes	Paper	Yes	File cabinet
Gift & Grant Awards and Contract Files/Records	Grant Acctg & Geography		CY+3 after award expires		No	No	Yes	Paper	Yes	File cabinet
Foundation Account Summaries	UI Foundation		CY+3		No	Yes	No	Online/Paper	Yes	File cabinet
Inventory Report	Property Management		CY+3		No	No	No	Paper	Yes	File cabinet
Purchase Orders	Purchasing		CY+3		No	No	Yes	Online/Paper	Yes	File cabinet
Procurement Card Vouchers	Accounts Payable		CY+3		No	No	Yes	Online/Paper	Yes	File cabinet
Requisitions-interdepartment	Dept providing service		CY		No	No	No	Paper	Yes	File cabinet
Requisitions-Purchasing Dept	Purchasing		CY+3		No	No	Yes	Online/Paper	Yes	File cabinet
Statement of Accounts	Accounting Services		CY+3		No	No	Yes	Online/Paper	Yes	File cabinet
Travel Vouchers	Travel		CY+3		No	No	No	Paper	Yes	File cabinet
Voucher & Invoices (before 1998)	Accounts Payable		CY+3		No	No	No	Paper	Yes	File cabinet
Voucher & Invoices <\$10,000 (after 01/01/98)	Geography		CY+3		No	No	Yes	Online/Paper	Yes	File cabinet
Voucher & Invoices >\$10,000 (after 01/01/98)	Accounts Payable		CY+3		No	No	Yes	Online/Paper	Yes	File cabinet
Academic Records										
ACE Forms	Geography	CY+7	CY+3		Yes	Yes	Yes	Paper	No	File cabinet
Academic Files-Undergraduate	Geography		Indefinite		No	Yes	Yes	Paper	Yes	File cabinet
Academic/Personnel Files-Graduate	Geography		Indefinite		No	Yes	Yes	Paper	Yes	File cabinet

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		(CY: Current Yr)								
Admission Files- Graduate Applicants	Grad Admin & Geography		CY+1		No	Yes	Yes	Paper	Yes	File cabinet
Course Offerings/Schedules	Registrar & Geography		Indefinite		No	No	Yes	Paper	Yes	File cabinet
Class Lists/Final Grades	Registrar & Geography		Indefinite		No	Yes	Yes	Paper	Yes	File cabinet
Computer										
Computer/Network Records	Geography		Indefinite		Yes	Yes/No	Yes/No	Server	No	File cabinet
Department Related Records										
Department Bylaws	Geography		Indefinite		Yes	No	Yes	Paper	No	File cabinet
Department Self-Study & Review Reports	College and Geography		Indefinite		Yes	No	Yes	Paper	No	File cabinet
Faculty Meeting Agendas & Minutes	Geography		Indefinite		Yes	No	Yes	Paper	No	File cabinet
Correspondence/Memos	Geography		CY + 7		Yes	No	Yes	Paper	No	File cabinet
Strategic Plan	College and Geography		Indefinite		Yes	No	Yes	Paper	Yes	File cabinet
Recruitment Records										
Faculty Search	AffirmAction, Colleg & Geog		CY+3		Yes	Y	Yes	Paper	Yes	File cabinet
Graduate Admission	Grad Admin & Geography		CY+2		Yes	Yes	Yes	Paper	Yes	File cabinet
Personnel Records										
Adjunct Faculty Files	Geography		3 years after leaving UI		No	Yes	Yes	Paper	Yes	File cabinet
Payroll Records including Staff Benefits	Human Resources		CY+3		No	Yes	Yes	Online/Paper	Yes	File cabinet
Faculty Offer Letters and Related Documentation	Provost, Colleg & Geog		3 years after leaving UI		Yes/No	Yes	Yes	Paper	Yes	File cabinet
Faculty CVs	College and Geography		Current version		No	No	Yes	Paper	Yes	File cabinet

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			(CY: Current Yr)							
Leave of Absence Report	College and Geography		CY + 7		Yes	Yes	Yes	Paper	Yes	File cabinet
Peer Reviews	Provost, Colleg & Geog		Two most recent		No	Yes	Yes	Paper	Yes	File cabinet
Probationary Reviews	Provost, Colleg & Geog		Until P&T decision complete		No	Yes	Yes	Paper	Yes	File cabinet
Promotion & Tenure	College and Geography		Indefinite		No	Yes	Yes	Paper	Yes	File cabinet
Performance Appraisals-Merit Staff	Geography		CY+3 yrs after leaving UI		Yes	Yes	Yes	Paper	No	File cabinet
Staff Personnel Files	College and Geography		CY+3 yrs after leaving UI		No	Yes	Yes	Paper	Yes	File cabinet
Student Bi-Weekly ETR Forms	HR & Geography		CY+3 yrs after leaving UI		No	Yes	Yes	Paper	Yes	File cabinet
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.										

