

| Department of Geoscience Records Retention Schedule | | | | | | | | | | |
|-----------------------------------------------------|------------------------|-------------------------------|----------------------------|------------|-----------|----------|--------|-----------------------|-----------------------|----------------------------------------|
| Georgie Greiner 5-1819 | | | | | | | | | | |
| 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) | | | | | | | | | | |
| Academic Student Files - Undergraduate | Dept. | | Indefinitely | Indefinite | No | Yes | Yes | Paper | Yes | File Cabinet |
| Academic Student Files - Graduate | Dept. | | Indefinitely | Indefinite | No | Yes | Yes | Paper | Yes | File Cabinet |
| Backup documentation for cv's, deposits, purchases, | Dept. | | CY + 3 | | No | No | Yes | Paper | Yes | File Cabinet |
| Budgets | College/Dept | | CY + 3 | | No | No | Yes | Paper | Yes | File Cabinet |
| Faculty Appointments | HR/CLA/Dept | | Indefinitely | Indefinite | No | Yes | Yes | Paper | Yes | File Cabinet |
| Faculty Meeting Minutes | Dept | | Indefinitely | Indefinite | Yes | Yes | Yes | Paper | Yes | File Cabinet |
| Final Class Lists | Registrar | | CY + 7 | CY + 7 | No | Yes | Yes | Paper | Yes | File Cabinet |
| Foundation Accounts Summaries | Fdtn | | CY + 3 | | No | No | Yes | Paper | Yes | File Cabinet |
| Gift & Grant Awards | Grant Acctg | | CY + 3 after award expires | | No | No | Yes | Paper | Yes | File Cabinet |
| Inventory/Assets | Property Management | | CY + 3 | | No | No | Yes | Paper | Yes | File Cabinet |
| Maintenance Agreements | Purchasing | | CY + 3 | | No | No | Yes | Paper | Yes | File Cabinet |
| Payroll Files | Human Resources | | CY + 3 | | No | Yes | Yes | Paper | Yes | File Cabinet |
| Personnel Records | HR/Dept | | Indefinitely | Indefinite | No | Yes | Yes | Paper | Yes | File Cabinet |
| Procurement Card Vouchers | Accounts Payable | | CY + 3 | | No | No | Yes | Paper | Yes | File Cabinet |
| Promotion & Tenure | College | | Indefinitely | | No | Yes | Yes | Paper | Yes | File Cabinet |
| Purchase Orders | Purchasing | | CY + 3 | | No | No | Yes | Paper | Yes | File Cabinet |
| Requisitions / Interdepartmental | Dept providing service | | CY + 3 | | No | No | Yes | Paper | Yes | File Cabinet |
| Search Materials (related to filling a vacancy) | AA/College/Dept | | CY + 3 | | No | Yes | Yes | Paper | Yes | File Cabinet |
| Statement of Accounts | Accounting Services | | CY + 3 | | No | No | Yes | Paper | Yes | File Cabinet |

Effective Date: ?

9/21/01

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| Travel Vouchers | Travel | | CY + 3 | | No | No | Yes | Paper | Yes | File Cabinet |
| Vouchers & Invoices (before 1998) | Dept | | CY + 3 | | No | No | No | Paper | Yes | File Cabinet |
| Vouchers & Invoices <\$10,000 (after 1/1/98) | A/P | | CY + 3 | | No | No | Yes | Paper | Yes | File Cabinet |
| Vouchers & Invoices >\$10,000 (after 1/1/98) | A/P | | CY + 3 | | No | No | Yes | Paper | Yes | File Cabinet |
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| Office Correspondence of an Official Nature | | | | | | | | | | |
| 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. | | | | | | | | | | |
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