

RECORDS RETENTION SCHEDULE

Office of Governmental Relations

Contact Person: Norine Zamastil 335-0553

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)										
General Assembly (Selected) Bills	Governmental Relations		CY+3		yes	no	yes	paper/web	no	
Budgets	Governmental Relations		CY+3		yes	no	no	paper & PC		
Change Vouchers, deposits (backup documentation)	Governmental Relations		CY+3		yes	no	no	paper	Governmental Relations	
Equipment user manuals and specifications	Governmental Relations		Life of item		no	no	no	paper	no	N/A
Inventory/Assets	Property Management		CY+5		no	no	no	paper	Governmental Relations	
Maintenance agreements	Purchasing		Life of item		no	no	no	paper	Governmental Relations	
Payroll files (includes Staff Benefits)	Human Resources		CY+3		no	yes	no	paper, web, microfiche	Governmental Relations	
Procurement Card Databases & Reports	Voucher Processing		CY+3		no	yes	no	paper, web	Governmental Relations	
Purchase Orders & Requisitions--through	Purchasing (Governmental)		CY+3		no	no	no	paper, web	Governmental Relations	
Requisitions to a Dept.--requesting product/service	Dept. providing product/servic		Until product/servic		no	no	no	paper	Governmental Relations	
Search materials (related to filling a position vacancy)	Affirmative Action		CY+3		yes	yes	no	paper	Governmental Relations	
Statement of Accounts (SOA)	Accounting Services		CY+3		no	no	no	paper, web	Governmental Relations	
Travel Vouchers	Travel Office		CY+3		no	no	no	paper	Governmental Relations	
Vouchers & Invoices<\$10,000	Accounts Payable		CY+3		yes	no	no	paper	Governmental Relations	
Vouchers & Invoices>\$10,000	Accounts Payable		CY+3		no	no	no	paper, web	Governmental Relations	
Office Correspondence of an Official Nature	Governmental Relations		In perpetuity		yes	yes	yes	paper, PC, web	no	

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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.										