

Employee & Labor Relations Proposed Records Retention Schedule

(Contact person: Kevin Ward: 5-0052)

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)								
<u>Bargaining</u>										
COGS-History	Empl/Labor Relations		CY + 5	Perm-anent	Yes	Yes	No	Paper	Board of Regents	None
COGS-Unit Definition	Empl/Labor Relations		CY + 5	Perm-anent	Yes	Yes	No	Paper	Board of Regents	None
COGS-Interest Arbitration	Empl/Labor Relations		CY + 5	Perm-anent	Yes	Yes	No	Paper	Board of Regents	None
AFSCME-History	Empl/Labor Relations		CY + 5	Perm-anent	Yes	Yes	No	Paper	Board of Regents	None
AFSCME-Unit Definition	Empl/Labor Relations		CY + 5	Perm-anent	Yes	Yes	No	Paper	Board of Regents	None
Potential Bargaining Units-History	Empl/Labor Relations		CY + 5	Perm-anent	Yes	Yes	No	Paper		None
Potential Bargaining Units-Unit Definition	Empl/Labor Relations		CY + 5	Perm-anent	Yes	Yes	No	Paper		None
Other	Empl/Labor Relations		CY + 5	Perm-anent	Yes	Yes	No	Paper		None
<u>Grievances (Merit)</u>										
Forms	Empl/Labor Relations		CY + 2	Perm-anent	Yes	Yes *	No	Paper	Dept.	None
Meeting Notes	Empl/Labor Relations		CY + 2	Perm-anent	Yes	Yes *	No	Paper	Dept.	None
Correspondence	Empl/Labor Relations		CY + 2	Perm-anent	Yes	Yes *	No	Paper	Dept.	None
Disciplinary	Empl/Labor Relations		CY + 2	Perm-anent	Yes	Yes *	No	Paper	Dept.	None
Witness statements/Other supporting statements	Empl/Labor Relations		CY + 2	Perm-anent	Yes	Yes *	No	Paper	Dept.	None
Settlement/Arbitration/Other outcomes	Empl/Labor Relations		CY + 2	Perm-anent	Yes	Yes *	No	Paper	Dept.	None
<u>People Files (P&S)</u>										

Employee & Labor Relations Proposed Records Retention Schedule

(Contact person: Kevin Ward: 5-0052)

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)							
Memos, correspondence between UI and employee/advocate	Empl/Labor Relations		CY + 2	Perm-anent	Yes	Yes	No	Paper	No	None
Office Correspondence of an Official Nature	Empl/Labor Relations	State-3 Federal-3	Permanent	Perm-anent	Yes	No	No	Paper, PC	No	None
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.										
*: These records have an additional layer of confidentiality placed on them such that they are unavailable to UI staff except for the departments involved.										
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.										