

## Worklife Programs: Dual Career Network Proposed Records Retention Schedule

(Contact person: Joan Murrin: 5-3791)

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)								
Client Files	Dual Career	State-3 Federal-3	Permanently		Yes	Yes	Yes	Paper	No	Locked office
Job Order Books	Dual Career	State-3 Federal-3	As needed		No	No	No	Paper, email, phone-in	Yes	Locked office
Program Materials	Dual Career	State-3 Federal-3	Permanently		Yes	No	Yes	Paper, PC	No	Locked office
Office Correspondence of an Official Nature	Dual Career	State-3 Federal-3	Permanent		Yes	No	No	Paper, PC	No	Locked office
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.										