

## Worklife Programs: Family Services Office Proposed Records Retention Schedule

(Contact person: Jane Holland: 5-1371)

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)								
Agreement for Accessibility to Child Care Services	Family Services Office		Permanently		Yes	No	Yes	Paper, L: Drive	HR, Linda Annis	Sprinkler system
Child Care Center lease	UI Business Manager		Permanently		No	No	No	Paper, L: Drive	UI Business Manager, Heritage Properties	Sprinkler system
Grad & Prof. Student Child Care Assistance Reimbursement	Family Services Office		Permanently		Yes	Yes	Yes	Paper	No	Sprinkler system
Data; training, childcare, etc.	Family Services Office		Permanently		Yes	Yes	Yes	Paper, L: Drive	No	Sprinkler system
Office Correspondence of an Official Nature	Family Services Office	State-3 Federal-3	Permanent		Yes	No	No	Paper	No	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.										