

Worklife Programs: Staff Development Proposed Records Retention Schedule

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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)								
Course Participation	Staff Development		Paper-1983 PC-1986		Yes	Yes	No	Paper, L/: drive	Yes	Sprinkler system, network backup
Curriculum for Staff Development taught courses	Staff Development		Detail- CY + 3; Summary- Permanent		Yes	Yes	Yes	Paper, L/: drive	Yes	Sprinkler system, network backup
Award programs	Staff Development		As long as the course is offered		Yes	No	Yes	Paper, L/: drive	Yes	Sprinkler system, network backup
Event Planning	Staff Development	State-3 Federal-3	As long as the event is offered		Yes	No	Yes	Paper, L/: drive	Yes	Sprinkler system, network backup
Office Correspondence of an Official Nature	Staff Development	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.										