

<b>Hancher Records Retention Schedule</b>										
Charles Swanson 5-1133										
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)										
<b>Administration</b>										
Student bi-weekly and work-study appointments (work authorization)	HA Admin. Assistant		Permanent		Yes	No	No	Paper		
Bi-weekly ETR's	HA Admin. Assistant		CY + 9		Yes	No	No	Paper		
Printout of ETR information (we no longer submit paper ETR's - biweekly payroll hours are submitted electronically)	HA Admin. Assistant		Permanent		Yes	No	No	Paper		
Hourly employee time slips	HA Admin. Assistant		CY + 9 (older ones are discarded the same time ETR's)		Yes	No	No	Paper		
Performers' contracts	HA Dept. Files		Permanent		Yes	No	No	Paper		
Hancher Guild membership forms	HA Admin. Assistant		Permanent		Yes	No	No	Paper		
Staff monthly leave records	HA Dept. Files		Permanent		Yes	Yes	No	Paper		
Event correspondence, playbills, publicity materials; administrative correspondence	HA Dept. Files		Permanent		Yes	No	No	Paper		
Hancher Guild minutes, mailings, newsletters	HA Admin. Assistant		Permanent		Yes	Yes	No	Paper		
Job applications and associated paperwork	HA Dept. Files		Permanent		Yes	No	No	Paper		
Staff personnel files	HA Assoc Dir.		Permanent		Yes	Yes	Yes	Paper		
Inventory/assets	HA Assoc Dir.		Permanent		No	No	No	Paper		
Grant files	Grant Acctg.		CY + 5 after award has expired		No	No	No	Paper		

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Maintenance agreements & equipment files	HA Dept. Files		Permanent		Yes	No	No	Paper		
Departmental budget files	HA Assoc Dir.		Permanent		Yes	Yes	No	Paper		
Salaried payroll records	Human Resources		Permanent		No	Yes	No	Paper and/or Microfiche		
Student bi-weekly payroll	HA Admin. Assistant		Permanent		No	No	No	Diskette		
AS/400 Documents	HA Admin. Assistant		Permanent		Yes	No	No	PC (archived)		
Student employee records	HA Admin. Assistant		Permanent		No	No	No	Diskette		
<b>Box Office</b>										
Daily Box Office sales reports & summaries	HA Box Office Mgr		CY + 5		Yes	No	No	Paper		
Refund vouchers	HA Box Office Mgr		CY + 5		No	No	No	Paper		
Dept'l purchase requisitions	HA Box Office Mgr		CY + 5		Yes	No	No	Paper		
Miscellaneous billings records	HA Box Office Mgr		CY + 5		Yes	No	No	Paper		
Subscription/mail order forms	HA Box Office Mgr		CY + 5		Yes	Yes*	No	Paper		
Statements of account	HA Box Office Mgr		CY + 5		No	No	No	Paper		
Dept'l deposits forms	HA Box Office Mgr		CY + 5		No	No	No	Paper		
Computer generated event audits	HA Box Office Mgr		CY + 10		Yes	No	No	Paper		
Individual event information folders	HA Box Office Mgr		CY + 10		No	No	No	Paper		
Backup for CV's, deposits, refunds	HA Box Office Mgr		CY + 5		Yes	No	No	Paper		
Monthly payroll deduction reports	HA Box Office Mgr		CY + 5		No	Yes*	No	Paper		
Monthly student account reports	HA Box Office Mgr		CY + 5		No	Yes*	No	Paper		
Student billing/payroll deduct/credit card signature	HA Box Office Mgr		CY + 5		Yes	Yes*	No	Paper		

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<b>Box Office (Continued)</b>										
Mirrored computer system provides 2 current copies of all computer data to protect from data loss due to drive failure	HA Box Office Mgr		Permanent		Yes	Yes	Yes	Electronic		
Full system backup of AS/400 performed twice annually or as needed due to software/hardware upgrades	HA Box Office Mgr		CY		Yes	Yes	Yes	Electronic		
Integrated daily/weekly/monthly backups of changed objects	HA Box Office Mgr				Yes	Yes	Yes	Cycle of tapes in rotation up to 4 months		
Daily backups of box office data library	HA Box Office Mgr				Yes	Yes	Yes	2 tapes alternate days		
Transaction data at end of fiscal year	HA Box Office Mgr		10 yrs		Yes	Yes	No	Electronic		
<b>Marketing</b>										
Event files	HA Marketing Dir & Admin Asst		Permanent		No	No	No	Paper		
<b>Stage</b>										
Stage budget	HA Tech Dir.		CY + 3		No	No	No	Paper		
Stage inventory	HA Tech Dir.		CY + 5		No	No	No	Paper		
Stage billings	HA Admin Accountant		CY + 26		No	No	No	Paper		
Show reports	HA Assoc. Dir.		Permanent		No	No	No	Paper		
Stagehand schedules	HA Tech. Dir.		CY + 3		No	No	No	Paper		
Show needs sheets	HA Tech. Dir.		CY + 3		No	No	No	Paper		
Show running time forms	HA Tech. Dir.		CY + 15		No	No	No	Paper		
Stagehand manuals	HA Tech. Dir.		CY + 3		No	No	No	Paper		
Autograph books	HA Tech. Dir.		Permanent		No	No	No	Paper		
<b>Business</b>										
Backup documentation - CV's, deposits, etc.	HA Admin. Accountant		Permanent		Yes	No	No	Paper		

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Budgets (programming & operations)	HA Admin. Accountant		Permanent		Yes	No	No	Paper		
Statements of account	HA Admin. Accountant		Permanent		No	No	No	Paper	Acctg. Services	
Showcase inventory reports	HA Admin Accountant		Permanent		Yes	No	No	Paper (since FY 1996)		
Event settlement reports & backup documentation	HA Admin Accountant		Permanent		Yes	No	No	Paper		
Quarterly Reports	HA Admin Accountant		Permanent		No	No	No	Paper		
Maintenance Agreements	HA Admin Accountant		Life of Item		No	No	No	Paper	Purchasing (life of item)	
Purchase orders	HA Admin Accountant		CY		No	No	No	Web (CY)	Purchasing (CY + 5) on microfilm	
Requisitions to other depts (requesting product/services)	HA Admin Accountant		CY + 3 at dept providing product/ service		No	No	No	Paper		
Requisitions rec'd by HA (for a product/service)	HA Admin Accountant		Permanent		Yes	No	No	Paper		
Requisitions through Purchasing	HA Admin Accountant		CY		No	No	No	Web (CY)	Purchasing (CY + 5) on microfilm	
Travel Vouchers	HA Admin Accountant		CY + 3 at Travel		No	No	No	Paper	Travel (CY + 3)	
Voucher/invoices (before 1/1/98)	HA Admin Accountant		CY + 6 at Accts Payable		No	No	No	Paper	Accts Payable (CY + 6)	
Voucher/invoices < \$10,000 (after 1/1/98)	HA Admin Accountant		Since 1998		Yes	No	No	Paper		
Voucher/invoices >\$10,000 (after 1/1/98)	HA Admin Accountant		CY		No	No	No	Web (CY)	Accts Payable (CY + 6) on microfilm	
Biweekly departmental payroll listing	HA Admin Accountant		Permanent at Human Resources		No	No	No		Human Resources (permanent)	
Hancher financial and attendance reports (annual "books")	HA Admin Accountant		Permanent		Yes	No	No	Paper		
<b>Front-of House</b>										
Café billings	HA Admin Accountant		Permanent		No	No	No	Paper		

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Front-of-house event files	House Manager		CY + 13		No	No	No	Paper		
Liquor Inventory	HA Admin Accountant		CY + 10		No	No	No	Paper		
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.										