

Health, Leisure, and Sport Studies Records Retention Schedule										
(Contact Person: Susan Birrell: 335-9337)										
DESCRIPTION	CUSTODIAN	RETENTION REQUIREMENTS (yr)			OFFICIAL	CONFID.?	VITAL?	CURRENT RECORD	DUPLICATED ELSEWHERE?	SAFEGUARD MEASURES
		LEGAL	ACTIVE	NON-ACTIVE				FORMAT		CURRENTLY IN PLACE?
		(CY: Current Yr)								
<b>Central Files</b>	Joyce Murphy		CY + 7		yes/no	yes/no	yes/no	paper/PC	yes/no	none/PC backup
<b><u>Personnel Files</u></b>										
Faculty offer letters and related documentation	Susan Birrell		7 yrs after leaving University		yes	yes	yes	paper	yes	Yes
Probationary reviews	Susan Birrell		7 yrs after leaving University		yes	yes	yes	paper	yes	Yes
P&T files for current faculty (DEO's letter to Dean, faculty ballots, external evaluators letters, student evaluation summaries)	Susan Birrell		7 yrs after leaving University		yes	yes	yes	paper/PC	yes	Yes
P&T files for faculty who left the UI	Joyce Murphy		7 yrs after departure		yes	yes	yes	paper/PC	yes	none
Redacted versions of P&T files	Susan Birrell		2 yrs after conclusion & action		yes	yes	yes	paper/PC	yes	none/PC backup
Peer reviews	Joyce Murphy		7 yrs after departure		yes	yes	yes	paper	no	yes
Faculty CV's	Joyce Murphy		Current version		yes	no	no	paper/pc	yes	none
Performance appraisals for merit and P&S staff	Susan Birrell		Indefinitely		yes	yes	no	paper	no	none
Immigration documentation	Joyce Mruphy		Indefinitely		no	yes	no	paper	yes	none
Faculty status lists	Joyce Murphy		CY + 3 yrs		no	no	no	on line	yes	none
Faculty searches	Joyce Murphy		CY + 3		yes	yes	yes	paper/PC	no	none
DEO searches	CLA		CY + 3		yes	yes	yes	paper/PC	no	none/PC backup
P & T procedural guidelines	Joyce Murphy		CY + 3		yes	no	yes	paper/PC	yes	PC backup

Effective Date:

excel/raul/file retention

8/23/01

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EC and EPC materials for faculty line allocations	Joyce Murphy		CY + 3		yes	no	no	paper	no	none
Adjunct faculty files	Joyce Murphy		7 yrs after departure		no	no	no	paper	yes	none
Reports on faculty extramural activities	Joyce Murphy		CY + 3		yes	no	no	paper	no/only summary	none
Appeals of merit and P&S reclassification decisions	Susan Birrell		Indefinitely		no	yes	no	paper	yes	none
Staff payroll records	Joyce Murphy		Indefinitely		no	yes	no	paper	yes	none
Staff employment records	Joyce Murphy		Indefinitely		no	yes	no	paper	yes	none
Strategic plans (HLSS)	Joyce Murphy		Two most recent		yes	no	yes	paper/PC	yes	none/PC backup
CLA general expense budget	Joyce Murphy		CY + 3		no	no	yes	paper/PC	yes	none/PC backup
CLA travel (faculty)	Lori Giannini		CY + 3		yes	yes/no	no	paper/PC	yes	none/PC backup
Staff search files	Joyce Mruphy		CY + 3		yes	yes	no	paper/PC	no	none/PC backup
Other "project" files	Joyce Murphy		CY + 3		yes	yes	yes	paper/PC	no	none/PC backup
<b>Files for CLA Elected Bodies</b>										
General Education Program	Carolyn Lara-Braud		CY + 3		yes	yes/no	prob not	paper/PC/web	some yes/some no	none/PC backup
DRAFT Executive Committee agendas and materials	Susan Birrell		CY + 3		no	yes	no	paper/PC	no	none/PC backup
Executive Committee minutes	Susan Birrell		Indefinitely		yes	no	no	paper/PC	no	none/PC backup
Educational Policy Committee Agenda and materials	Susan Birrell		CY + 3		yes	yes/no	prob not	paper/PC/web	no	none/PC backup
Educational Policy Committee minutes	Susan Birrell		Indefinitely		yes	no	no	paper/PC	yes/no Univ. Archives?	none
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Faculty Assembly agendas			CY + 3		yes	no	prob not	paper	no	none
Faculty Assembly minutes			Indefinitely		yes	no	prob not	paper	yes? Univ. Archives?	none
Other projects and special topics (e.g. 4 yr graduation plans, OnLine at Iowa, first Year Seminars)	Joyce Murphy		CY + 3		yes	yes/no	yes/no	paper	no	none
Election/voting files	Susan Birrell		CY only, destroy ballot		yes	no	no	paper/e-mail	no	none/e-mail backup
<b>Faculty Development Files</b>	Joyce Murphy		Indefinitely		no	no	no	paper/PC	yes	none/PC backup
<b>Department Related Files</b>										
Foundation account summaries	Lori Giannini		CY + 3		no	yes	no	paper	yes	none
Departmental allocation letters (Report of Funds)	Joyce Murphy		CY + 7		no	yes	no	paper/PC	yes	none/PC backup/central file backup
Departmental recurring salary budget files	Joyce Murphy		CY + 7		no	no	yes	paper/PC	yes	none/PC backup
Departmental review files	Joyce Murphy		Most recent review		yes	no	yes	paper/PC on line/website/P	no	none
P & T procedures files	Joyce Murphy		CY		yes	no	yes		no	none
Visitor and TA requests/allocation	Joyce Murphy		CY + 3		yes	yes	no	paper/PC	no	none/PC backup
Requests for office space	Joyce Murphy		CY + 3		yes	no	no	paper	no	none
Requests for equipment	Joyce Murphy		CY + 3		yes	no	no	paper	no	none
Space inventory	Joyce Murphy		CY + 3		no	no	no	paper	yes	none
Equipment inventory	Dawn Stephens		CY + 3		no	no	no	paper	yes	none

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Academic Files										
Undergraduate Records	Lori Giannini		5 yrs after degree completed	5 yrs after last registered	no	yes	yes	paper	yes	no
Graduate Records	Joyce Murphy		5 yrs after degree completed	5 yrs after last registered	no	yes	yes	paper	yes	no
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.										

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