

Records Retention Schedule Template

Health Sciences Karin Burnk 3-5492										
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)							
Academic Project review/development/policies	Academic Dept/ HS college		CY+3		No	No	No	Paper/PC	Yes	duplicated and in locked room
Affiliation, Performance & Practice Plans & Other agreements	HS college or Office of Provost		Life of agreement +2 yrs *		No	No	No	Paper/PC	Yes	duplicated and in locked room
Backup documentation for cv's , deposits, purchases, etc	Office of Provost		CY+3*		Yes	No	No	Paper	No	duplicated and in locked room
Budgets/Contracts/requisitions/ vouchers	APHS/ Office of Provost		CY+3*		Yes**	No	Yes	Paper/PC	Yes/No	duplicated and in locked room
Clinical Programs/reviews	APHS/Dept/ HS college		CY+3		Yes**	Yes**	No	Paper/PC	Yes/No	duplicated and in locked room
Gift & Grant Awards/Funding Sources	VP for Research		CY+3 after expired		No	No	No	Paper/PC/disk	Yes	duplicated and in locked room
Kitty Buckwalter's CON files - personnel	APHS/CON		CY + 7 after expired orCY+3		Yes	Yes	Yes	Paper/PC	No	
Kitty Buckwalter's CON files - publications, grants	APHS/CON		CY+3		No	No	No	Paper/PC	Yes	duplicated and in locked room
Payroll Files	Human Resources		CY+3		No	Yes	No	Paper	Yes	duplicated and in locked room
Personnel	APHS/Office of Provost		CY+7 after termination		Yes	Yes	No	Paper/PC	Yes/No	duplicated and in locked room
Procurement Card Records	Purchasing		CY+3		No	No	No	Paper/PC	Yes	duplicated and in locked room
Promotion and Tenure	Office of Provost/ HS College		CY+7 after termination *		No	Yes	No	Paper/PC	Yes	duplicated and in locked room
Search Materials (vacancies)	APHS/Provost/Dept/college		CY+3*		Yes **	Yes**	No	Paper	Yes/No	duplicated and in locked room
Statement of Accounts	Accounting Services		CY+2		No	No	No	Paper	Yes	duplicated and in locked room
Travel Vouchers	Travel		CY+3		No	No	No	Paper	Yes	duplicated and in locked room
* required										
**Some are not										
Office Correspondence of an Official Nature										

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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.										