

History Department Records Retention Schedule

Contact Person: Mary Strottman, 5-2309										
DESCRIPTION	CUSTODIAN	RETENTION REQUIREMENTS (yrs.)			OFFICIAL?	CONFID.?	VITAL?	CURRENT RECORD FORMAT	DUPLICATED ELSEWHERE?	SAFEGUARD MEASURES CURRENTLY IN PLACE?
		LEGAL	ACTIVE	NON-ACTIVE						
			(CY: Current							
Faculty Files--including P&T, Peer Reviews, Corresp.	Dept.		Indefinite		Yes	Yes	Yes	Paper	Some Yes	Locked Office
Former Faculty Files	Dept.		Indefinite		Yes	Yes	NO	Paper	Probably Note	Locked File
Faculty Vitas	Dept.		CY+1		Yes	No	No	Paper	CLA	File
Faculty Recruitment Files	Dept.		CY+3		Yes	Yes	Possibly	Paper	Some LAN	File/Box
Budgets/Statements	Dept./CLA		CY+5		Yes	Some Yes	Yes	Paper	CLA	Locked Office
Payroll Reports	Dept./CLA		CY+3		No	Yes	No	Paper	HR	Locked Office
Grants/AHI/Faculty Scholar Staff Employment & Reclassification Records	Dept./Grant Acct./Prov.		CY+3		No	No	Yes	Paper	Some Yes	Locked Office
Graduate Student Files	Dept/Grad Adms./GC		Indefinite		Yes	Yes	Yes	Paper	Some-Grad Adms	Locked File
Inactive Grad Student Files	Dept/Grad Adms.		Indefinite		Yes	Yes	No	Paper	Some--Grad Adms	File
Graduate Appl. Files	Dept/Grad Adms.		CY+2		Yes	Yes	No	Paper	Grad Adms & LAN	File
Grad Student Alumni Files	Dept.		Indefinite		Yes	Yes	No	Paper	GC, Registrar	File
Undergrad Files	Dept.		Duration + 2		No	Yes	No	Paper	Registrar	File
Space Inventory Reports	Dept./FSG		CY+3		No	No	No	Paper	FSG	File
Travel Vouchers	Dept./Travel		CY+3		No	No	No	Paper	Travel	File
Final Grade Reports	Dept./Registrar		CY+10		No	Yes	No	Paper	Registrar	File
Foundation Reports	Dept./Found.		CY+5		No	Yes	No	Paper	Foundation	Locked File
Course Evaluations--Non-tenured faculty	Dept.		Until tenure recd		Yes	Yes	No	Paper	No	File
Course Evaluations--Grad Assts.	Dept.		CY+2		Yes	Yes	Yes	Paper	No	File

Effective Date: ?

3/1/02

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Reports--PTEAP, Course Org, etc.	Dept./Some Other		CY+5		Yes	No	No	Paper	Sometimes	File
Office Correspondence	Dept.		CY+5		Yes	No	Yes	Paper	Sometimes	File
Course Planning Files	Dept.		CY+5		No	No	No	Paper	No	File
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.										