

Records Retention Schedule Template

Honors Program Joyce Bernal 335-1681 Brenda Bruce 335-1682

| 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) | | | | | | | |
| Central Files | Joyce Bernal | - | CY + 7 | yes/no | - | yes/no | yes/no | paper/PC | yes/no | None/PC backup |
| Personnel Files | | | | | | | | | | |
| Position offer letters and related documentation | Robert Kirby | - | 3 yrs after leaving program | no | - | yes | no | paper | yes | none |
| Performance appraisals for merit and P&S staff | Robert Kirby | - | Two most recent | yes | - | yes | no | paper/PC | no | none/PC backup |
| Position searches | Robert Kirby | - | CY + 3 | yes | - | yes | yes | paper/PC | no | none |
| Appeals of merit and P&S reclassification decisions | Robert Kirby | - | indefinitely | no | - | yes | no | paper | yes | none |
| Staff payroll records | Robert Kirby | - | CY + 3 | no | - | no | no | paper | yes | none |
| Staff employment records | Robert Kirby | - | CY + 3 | no | - | yes | no | paper | yes | none |
| Strategic plans | Robert Kirby | - | Two most recent | yes | - | no | yes | paper/PC/web | yes | none/PC backup/web |
| General expense budget | Robert Kirby | - | CY + 3 | no | - | no | yes | paper/PC | yes | none/PC backup |
| P&S travel | Robert Kirby | - | CY + 3 | yes | - | no | no | paper/PC | yes | none/PC backup |
| Other "project" files | Robert Kirby | - | CY + 3 | yes | - | yes | yes | paper | no | none/PC backup |
| Student Files | | | | | | | | | | |
| Undergraduate files | Joyce Bernal | - | CY + 3 | no | - | yes | no | paper | yes | none |
| Course grade files | Joyce Bernal | - | indefinitely | no | - | yes | no | paper/PC | yes | none/PC backup |
| Budget files Foundation account summaries | Robert Kirby | - | CY + 3 | no | - | yes | no | paper/PC | yes | none/PC backup |
| Departmental allocation letters (Report of Funds) | Robert Kirby | - | CY + 3 | no | - | no | no | paper/PC | yea | none/PC backup/central file backup |
| Departmental recurring salary budget files | Robert Kirby | - | CY + 3 | no | - | no | yes | paper/PC | yes | none/PC backup |
| Departmental review files | Robert Kirby | - | most recent review | yes | - | no | yes | paper/PC | no | none/PC backup |

Effective Date: ?

5/1/02

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| | | LEGAL | ACTIVE | NON-ACTIVE | | | | | | |
| | | | (CY: Current Yr) | | | | | | | |
| Requests for equipment | Robert Kirby | - | CY + 3 | yes | - | no | no | paper/e-mail | no | none/e-mail backup |
| Equipment inventory | Robert Kirby | - | CY + 3 | no | - | no | no | paper | yes | none |
| Office Correspondence of an Official Nature | | | | | | | | | | |
| 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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