Records Retention Schedule Template										
	CUSTODIAN		University							
DESCRIPTION		RETENTION	REQUIREMEN	NTS (yrs.)		CONFID.?	VITAL?	CURRENT RECORD	DUPLICATED ELSEWHERE?	
		LEGAL	ACTIVE	NON-						
				ACTIVE				FORMAT		CURRENTLY
			(CY: Current Y	r)						IN PLACE?
		1							1	
		CLIA-FDA-						Daman		Locked Storage Areas
	D 4 4 1			2.4				Paper-		
	Departmental	IDPH-IDNR -	CTV 1	2 to	T.7	<b>T</b> 7	**	Computerized	3.7	& Daily Backup of
Public Health Testing Records	Supervisors	indefinite	CY +1	indefinite	Yes	Yes	Yes	Systems	No	Computer Systems
		CLIA-FDA-								
		IDPH-IDNR-								
		SDWA-CWA-								
		FIFRA-AIHA-								
		NVLAP-IDNR-						Paper-		Locked Storage Areas
Environmental Health	Departmental	US Army-EPA -		2 to				Computerized		& Daily Backup of
Testing Records	Supervisors	indefinite	CY +1	indefinite	Yes	Yes	Yes	Systems	No	Computer Systems
								Paper-		Locked Storage Areas
Laboratory Certification	Departmental	EPA-DNR -		2 to				Computerized		& Daily Backup of
Records	Supervisor	indefinite	CY +1	indefinite	Yes	Yes	Yes	Systems	No	Computer Systems
								Paper-		Locked Storage Areas
Financial Management	Business							Computerized		& Daily Backup of
Records	Manager					Yes		Systems	Yes	Computer Systems
								Paper-		Locked Storage Areas
	Personnel							Computerized		& Daily Backup of
Human Resource Records	Director					Yes	Yes	Systems	Yes/No	Computer Systems
								Paper-		Locked Storage Areas
Records Processing - Client	Departmental	CLIA-FDA-						Computerized		& Daily Backup of
Services Records	Supervisors	IDPH-EPA - 5	CY +1	2 to 5	Yes	Yes	Yes	Systems	No	Computer Systems
	•							Paper-		Locked Storage Areas
	Departmental			2 to				Computerized		& Daily Backup of
CATS	Supervisor	INDEFINTE	CY +1	indefinite	Yes	Yes	Yes	Systems	No	Computer Systems
								Paper-		Locked Storage Areas
	Departmental			2 to				Computerized		& Daily Backup of
QA	Supervisor	INDEFINTE	CY +1	indefinite	Yes	Yes	Yes	Systems	No	Computer Systems
	Administrative				-					•
	Secretary-							Paper-		Locked Storage Areas
Office Correspondence of	Program			2 to				Computerized		& Daily Backup of
an Official Nature	Assistants	Indefinite	CY +1	indefinite	Yes	Yes	Yes	Systems	No	Computer Systems

Effective Date: ?

STODIAN F	RETENTION LEGAL	University REQUIREMEN ACTIVE	TS (yrs.)	_	Pam Nielsei						
STODIAN		-	· · ·	OFFICIAL?	CONFID?	XZTELA T O	~				
	LEGAL	ACTIVE			COMITID	VITAL?	CURRENT	DUPLICATED	SAFEGUARD		
			NON-				RECORD	<b>ELSEWHERE?</b>	MEASURES		
			ACTIVE				FORMAT		CURRENTLY		
	(	CY: Current Yr	)						IN PLACE?		
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											
at should be m	nemorialized.								-		
pon gle ot of avai nel f is a Off	sibility for official copficial recollable to the files are expensed by the files are expensed by the files are expensed by the ficial Nature of the files are expensed by the ficial Nature of the files are expensed by the file	sibility for retention and official copy of a docum fficial records. lable to the general pubiles are examples.	sibility for retention and disposition of the official copy of a document maintained of fficial records.  Idable to the general public unless otherwises are examples.  Inspection of the option of the property of the proper	sibility for retention and disposition of the record. official copy of a document maintained on file by a fficial records. llable to the general public unless otherwise ordere files are examples. absolutely essential in order to continue doing busi ficial Nature" refers to policies, procedures, reports	sibility for retention and disposition of the record.  official copy of a document maintained on file by an administra fficial records.  liable to the general public unless otherwise ordered by court, but the general public unless otherwise ordered by court, but the general public unless otherwise ordered by court, but the general public unless otherwise ordered by court, but the general public unless otherwise ordered by court, but the general public unless otherwise ordered by court, but the general public unless otherwise ordered by court, but the general public unless otherwise ordered by court, but the general public unless 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