

Records Retention Schedule Template

University Hygienic Laboratory Pam Nielsen 5-4444										
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)										
Public Health Testing Records	Departmental Supervisors	CLIA-FDA-IDPH-IDNR - indefinite	CY +1	2 to indefinite	Yes	Yes	Yes	Paper-Computerized Systems	No	Locked Storage Areas & Daily Backup of Computer Systems
Environmental Health Testing Records	Departmental Supervisors	CLIA-FDA-IDPH-IDNR-SDWA-CWA-FIFRA-AIHA-NVLAP-IDNR-US Army-EPA - indefinite	CY +1	2 to indefinite	Yes	Yes	Yes	Paper-Computerized Systems	No	Locked Storage Areas & Daily Backup of Computer Systems
Laboratory Certification Records	Departmental Supervisor	EPA-DNR - indefinite	CY +1	2 to indefinite	Yes	Yes	Yes	Paper-Computerized Systems	No	Locked Storage Areas & Daily Backup of Computer Systems
Financial Management Records	Business Manager					Yes		Paper-Computerized Systems	Yes	Locked Storage Areas & Daily Backup of Computer Systems
Human Resource Records	Personnel Director					Yes	Yes	Paper-Computerized Systems	Yes/No	Locked Storage Areas & Daily Backup of Computer Systems
Records Processing - Client Services Records	Departmental Supervisors	CLIA-FDA-IDPH-EPA - 5	CY +1	2 to 5	Yes	Yes	Yes	Paper-Computerized Systems	No	Locked Storage Areas & Daily Backup of Computer Systems
CATS	Departmental Supervisor	INDEFINTE	CY +1	2 to indefinite	Yes	Yes	Yes	Paper-Computerized Systems	No	Locked Storage Areas & Daily Backup of Computer Systems
QA	Departmental Supervisor	INDEFINTE	CY +1	2 to indefinite	Yes	Yes	Yes	Paper-Computerized Systems	No	Locked Storage Areas & Daily Backup of Computer Systems
Office Correspondence of an Official Nature	Administrative Secretary-Program Assistants	Indefinite	CY +1	2 to indefinite	Yes	Yes	Yes	Paper-Computerized Systems	No	Locked Storage Areas & Daily Backup of Computer Systems

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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.										