

## ITS Proposed Records Retention Schedule

(Contact person: Deb Sabers: 5-6322)

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)										
Work Orders-Telecommunications	ITS	State-3 Federal-3	CY + 5		Yes	No	No	Paper	Dept copy	Sprinkler system
Departmental Requisitions-All ITS	ITS	State-3 Federal-3	CY + 3		Yes	No	No	Paper	Yes *	Sprinkler system
Node Pair Reports-Telecommunications	ITS	State-3 Federal-3	CY + 3		Yes	No	No	Paper	No	Sprinkler system
Purged Work Order reports - Telecommunications	ITS	State-3 Federal-3	CY + 3		Yes	No	No	Paper	No	Sprinkler system
Billing reports - All ITS systems	ITS	State-3 Federal-3	CY + 5		Yes	No	No	Paper	Dept copy	Sprinkler system
Call Accounting Log	ITS	State-3 Federal-3	CY + 3		Yes	No	No	Paper	No	Sprinkler system
A/R Billing (Type Codes) reports	Cashier's Office	N/A	CY + 2		No	No	No	Paper	Yes	
Departmental Billings/Student Billings	ITS	State-3 Federal-3	CY + 5		Yes	No	No	Paper	Dept copy	Sprinkler system
Financials-Internally generated	ITS	State-3 Federal-3	CY + 5		Yes	No	No	Paper	Dept copy	Sprinkler system
Budgets-Internally generated	ITS	State-3 Federal-3	CY + 5		Yes	No	No	Paper	Dept copy	Sprinkler system
Estimates-Internally generated	ITS	State-3 Federal-3	CY + 2		Yes	No	No	Paper	Dept copy	Sprinkler system
Misc Correspondence-Internally generated	ITS	State-3 Federal-3	CY + 2		Yes	No	No	Paper	Dept copy	Sprinkler system
Daily Time Sheets-Telecommunications	ITS	Federal-3	CY + 3		Yes	No	No	Paper	Dept copy	Sprinkler system
Original documents for resale	ITS	State-3 Federal-3	CY + 5		Yes	No	No	Paper	Dept copy	Sprinkler system
UI Y2K related documents	ITS	CY + 5	CY + 5		Yes	No	No	Paper, PC, Web	Web	Sprinkler system
Vouchers & Invoices < \$10,000 (after 1/1/98)	ITS	State-3 Federal-3	CY + 3		Yes	No	No	Paper	Yes *	Sprinkler system
Office Correspondence of an Official Nature	ITS	State-3 Federal-3	Permanent		Yes	No	No	Paper	No	Some on PC backup

