ITS Proposed Records Retention Schedule (Contact person: Deb Sabers: 5-6322)										
		LEGAL	ACTIVE	NON-				RECORD	ELSEWHERE?	MEASURES
				ACTIVE				FORMAT		CURRENTLY
			(CY: Current Yr))						IN PLACE?
Work Orders-		State-3								
Telecommunications	ITS	Federal-3	CY + 5		Yes	No	No	Paper	Dept copy	Sprinkler system
Departmental Requisitions-		State-3								
All ITS	ITS	Federal-3	CY + 3		Yes	No	No	Paper	Yes *	Sprinkler system
Node Pair Reports-		State-3								
Telecommunications	ITS	Federal-3	CY + 3		Yes	No	No	Paper	No	Sprinkler system
							-			
Purged Work Order reports -	170	State-3	0)/ 0							0 111 1
Telecommunications	ITS	Federal-3	CY + 3		Yes	No	No	Paper	No	Sprinkler system
Billing reports - All ITS		State-3						_		
systems	ITS	Federal-3	CY + 5		Yes	No	No	Paper	Dept copy	Sprinkler system
		State-3								
Call Accounting Log	ITS	Federal-3	CY + 3		Yes	No	No	Paper	No	Sprinkler system
A/R Billing (Type Codes)	Cashier's									
reports	Office	N/A	CY + 2		No	No	No	Paper	Yes	
Departmental		State-3								
Billings/Student Billings	ITS	Federal-3	CY + 5		Yes	No	No	Paper	Dept copy	Sprinkler system
Financials-Internally		State-3						-		-
generated	ITS	Federal-3	CY + 5		Yes	No	No	Paper	Dept copy	Sprinkler system
Budgets-Internally		State-3						,	1 17	, ,
generated	ITS	Federal-3	CY + 5		Yes	No	No	Paper	Dept copy	Sprinkler system
3							-		.,,	-, ,
Estimates-Internally		State-3								
generated	ITS	Federal-3	CY + 2		Yes	No	No	Paper	Dept copy	Sprinkler system
Misc Correspondence-		State-3								
Internally generated	ITS	Federal-3	CY + 2		Yes	No	No	Paper	Dept copy	Sprinkler system
Daily Time Sheets-	110	1 cacrar c	0112		100	110	110	i apoi	Ворг обру	Oprimidor dyddom
Telecommunications	ITS	Federal-3	CY + 3		Yes	No	No	Paper	Dept copy	Sprinkler system
Original documents for	110	State-3	01+3		163	INO	INO	гары	Берг сору	Optilikier System
resale	ITS	Federal-3	CY + 5		Yes	No	No	Paper	Dept copy	Sprinkler system
resale	113	reuerar-3	C1+5		162	INO	INO		Берг сору	Sprinkler System
LILVOK releted de sums sir t	ITO	CV · F	CV - 5		V	NI-	NI-	Paper, PC,	\\/s	Conintro
UI Y2K related documents	ITS	CY + 5	CY + 5		Yes	No	No	Web	Web	Sprinkler system
Vouchers & Invoices		State-3								
< \$10,000 (after 1/1/98)	ITS	Federal-3	CY + 3		Yes	No	No	Paper	Yes *	Sprinkler system
Office Correspondence of		State-3						,		. ,
an Official Nature	ITS	Federal-3	Permanent		Yes	No	No	Paper	No	Some on PC backup
								,		,
1										

Effective Date: 7-7-98 5/26/00

			ITS Propos	sed Rec	ords Rete	ention Sch	edule				
(Contact person: Deb Sabers: 5-6322)											
DESCRIPTION	CUSTODIAN	RETENTION	REQUIREMEN'	TS (yrs.)	OFFICIAL?	CONFID.?	VITAL?	CURRENT	DUPLICATED	SAFEGUARD	
		LEGAL	ACTIVE	NON-				RECORD	ELSEWHERE?	MEASURES	
				ACTIVE				FORMAT		CURRENTLY	
		(CY: Current Yr))						IN PLACE?	
NOTES:											
1) The retention period for					a requireme	ent.					
2) The custodian has official											
3) An "Official Record" is the	ne single official o	copy of a docum	ent maintained o	on file by a	ın administra	ative unit of F	US which is	usually, but no	t always, the origin	nal.	
Convenience copies											
4) A "Confidential Record"	is unavailable to	the general pub	lic unless otherw	ise order	ed by court,	by the lawful	custodian o	r by another pe	rson duly authoriz	ed.	
Medical, student and pe											
5) A "Vital Record" is one v											
6) "Office Correspondence			olicies, procedur	es, reports	s (internal or	external), et	c. that are u	sed in the admi	nistration and mar	nagement	
of the department a	e memorialized.										

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