

## Office of the Provost - Information & Resource Management Records Retention Schedule

(Contact Person: Ronda Simpson, 5-0253)

DESCRIPTION	CUSTODIAN	RETENTION REQUIREMENTS (yrs.)			OFFICIAL?	CONFID.?	VITAL?	CURRENT RECORD FORMAT	DUPLICATED ELSEWHERE?
		LEGAL	ACTIVE	NON-ACTIVE					
(CY: Current Yr)									
Board of Regents Materials (Docket Books, minutes, copies of items submitted, etc.)	Provost		Permanent		Yes, for academic matters	No	Yes	Electronic/ Paper	Yes
Course Organization data (records of faculty involvement in instruction by course)	IRM		Permanent		Yes	No	Yes	Electronic	Yes - colleges
Distinguished professorships/chairs database	Provost		Permanent		Yes	No	No	Electronic	No
Faculty Developmental Leave Records	Provost		Permanent		Yes	No	Yes	Electronic	No
Faculty HR Records	Human Resources		Permanent		No	Yes	Yes	Electronic	Yes
Faculty Records - appointment history, catalog information, etc. (Faculty Status Database)	Provost		Permanent		Yes	No	Yes	Electronic	Snapshot recordsets saved annually
Inventory/Assets	Property Mgmt		Permanent		No	No	No	Electronic	No
Post-tenure effort allocation data	IRM		Permanent		Yes	No	No	Electronic	Yes - colleges
Promotion and Tenure summary data - list of candidates, final report to the Board	Provost		Permanent		Yes	Yes	No	Electronic	No
Review of Operations	IRM		Permanent		Yes	No	Yes	Electronic	Yes - colleges
AAUDE and IPEDS Files	IRM		Univ of lowa-permanent; Big 10 Univ-10 yrs; All others-5 yrs		Yes	No	No	Paper, PC	No
Backup documentation for cv's, deposits, purchases, receiving documents, etc.	IRM	CY+3	CY+3		Yes	No	No	Paper	Some Yes
Budgets (incl Provost Commitments)	IRM	CY+3	CY+3	Permanent	Yes	No	No	Electronic/ Paper	Some Yes-Budget Ofc
Office Correspondence of an Official Nature	IRM		Permanent		Yes	Some Yes	No	Electronic/ Paper	
IDED Lottery Chairs (agreement excerpts, correspondence)	Business Ofc (agreements) - IRM (other)		Permanent		No	Some Yes	No	Paper	Yes (agreements)
InterDepartmental Requisitions	Dept providing product/svc		CY+3		No	No	No	Paper	Yes

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Payroll Files	Human Resources & Provost		Permanent		No	Yes	No	Paper	Yes
Procurement Card Information & Reports	Voucher Processing Team		CY+3		No	Yes	No	Paper	Yes
Purchase Orders/Requisitions	Purchasing		CY+3		No	No	No	Paper	Yes
Statement of Account	Accounting Services		CY+3		No	No	No	Paper	Yes
Travel Vouchers	Travel		CY+3		No	No	No	Paper	Yes
UI Foundation (various records)	IRM		Permanent		No	No	No	Paper	Yes
Vouchers & Invoices <\$10,000	IRM		CY+3		Yes	No	No	Paper	Yes
Vouchers & Invoices >\$10,000	A/P		CY+3		No	No	No	Paper	Yes
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.									

<b>SAFEGUARD</b>
<b>MEASURES</b>
<b>CURRENTLY</b>
<b>IN PLACE?</b>
Electronic backups
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