

## Records Retention Schedule Template

Internal Audit Department Dick See & Carol Senneff 5-0677										
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)										
Non-Investigative Audit Reports	Internal Audit		10yrs	10yrs	yes	no/yes See note A	yes	Lan, Hardcopy	yes	Lan Back-up Copy to Regents
Non-Investigative Audit Workpapers	Internal Audit		5 yrs	5 yrs	yes	See note	yes	Mixed: Lan Hardcopy	no	Locked Office Locked File Cabinets
Vouchers, etc. <\$10,000 Statement of Account Budget Reports	Internal Audit A/P		CY+3 CY+1	CY+3 CY+1	no yes	no no	yes no	Paper Paper	yes yes	Copy with A/P Mainframe
Payroll Reports	P/R		CY+1	CY+1	no	yes/no See note B	yes	HRIS, STAF, Hardcopy	yes	Backup to HRIS, STAF
Correspondence	Internal Audit		Indefinitely	Indef.	yes	Varies	yes	Lan, Hardcopy	yes/no	Lan Back-up (Some)
Investigative Audit Reports	Internal Audit		Indefinitely	Indef.	yes	yes	yes	Lan, Hardcopy	yes	Lan Back-up Copy to Exec. Mgmt.
Investigative Audit Workpapers	Internal Audit		Indefinitely	Indef.	yes	yes	yes	Mixed: Lan Hardcopy	no	Locked Office Locked File Cabinets
Consulting Reports, Memos, Workpapers	Internal Audit		5 yrs.	5 yrs.	yes	no/yes See note C	yes	Mixed: Lan Hardcopy	no	Copy to Exec. Mgmt. Lan Back-up, Locked Office Locked File Cabinets
Personnel Files	Internal Audit		Indefinitely	See note D	yes	yes	yes	Hardcopy	no	Locked Office Locked File Cabinets
Office Correspondence of an Official Nature										
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.										
H:\records management\[Internal Audit.xls]Sheet1										
A. Yes, if unreleased. No if released to Board of Regents Office										

## Records Retention Schedule Template

Internal Audit Department Dick See & Carol Senneff 5-0677										
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)								
B. Confidential if includes demographic data										
C. Same as A only add exception would relate to any workpapers which include identifiable patient data										
D. If staff transfers, personnel file goes to new department. If staff terminates, file retained at department										
H:\records management\Internal Audit.xls Sheet1										