

Internal Medicine Records Retention Schedule

Barbara Lee : 3-7056

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)								
Personnel - Faculty	Lorene Bender		CY +		Yes	Yes	Yes	Elect./paper	HR	Password protected
Personnel - Nonfaculty	Carol Wehby		CY +		Yes	Yes	Yes	Elect./paper	HR	Password protected
Finance	Cindy Pierce		CY + 5		Yes	Yes	Yes	Paper	Some on Web	Secure/locked files
Travel/Purchasing	Linda Creed		CY + 3		Yes	Yes	Yes	Paper	No	Secure/locked files
Gifts	Cindy Pierce		CY + 5		Yes	Yes	Yes	Paper	Some on Web	Secure/locked files
Grants	Lori Bassler		CY +		Yes	Yes	Yes	Elect./paper	Yes	Secure/locked files
Property Management	Barbara Lee		CY +		Yes	No	Yes	Elect./paper	Yes	Files
Housestaff	Dr. Janet Schlechte		CY +		Yes	Yes	Yes	Elect./paper	Yes	Secure/locked files
Department History	Bill Radl		CY +		Yes	No	Yes	Elect./paper	No	Not needed
Patient Statistics	Marla Johnson		CY + 15		Yes	Yes	Yes	Elect./paper	Yes	Chart/Secure/locked files
Recruitment	Laura Lenz		CY + 3		Yes	Yes	Yes	Elect./paper	No	Password protected/locked files
Office Correspondence of an Official Nature	Admin.		CY +		Yes	Yes	Yes	Elect./paper	No	Password protected/locked files
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.										