

International Students and Scholars Michelle Snyder 5-0335										
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)										
Affiliation, mission, services, supporting documentation	Director unless delegated	Permanent	CY + 3		Yes	No	Yes	Electronic	Yes paper copy	Yes
Internal procedures, policy, training materials	Dept	Permanent	CY +3		No	No	Yes	Electronic	Yes paper copy	Yes
Forms for client use	Dept	Permanent	CY + 3		No	No	Yes	Electronic	Yes paper copy	Yes
Employee records, including hiring information and performance evaluation reports	Director	CY + 7 after employee terminates	CY + 1 after employee terminates		Yes	Yes	Yes	Paper	Yes paper copy	Yes
Search documentation	Director	CY+3	CY		Yes	Yes	Yes	Paper	No	No
Deposits	Cashiers	No	CY + 3	4 years	Yes	No	No	Paper	Yes	No
Procurement Card & CVs	Accts. Payable	No	CY + 1	2 years	Yes	Yes	No	Paper	Yes	No
Purchase orders	Purchasing	No	CY + 3	4 years	Yes	No	No	Paper	Yes	No
Individual client files	Dept	CY + 10 years after client leaves the UI	CY + 1 year after client leaves the UI		No	Yes	Yes	Paper + electronic	Partially	Yes
Financial aid files	Director unless delegated	CY+3	CY+3		No	Yes	No	Paper + electronic	Yes in individual client files	Yes
Office Correspondence of an Official Nature	Dept	CY+1	CY+1		Yes	Yes	Yes	Paper+electroir	Yes	No
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.										