

## Records Retention Schedule Template

**Journalism Brenda Gritsch 5-3390**

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>Central Files</b>										
Dept. Central Files	Gritsch		CY+3		Yes/no	yes/no	yes/no	paper/disk	yes/no	Locked file
Faculty Mtg. Minutes	Gritsch		N/A		Yes	no	yes/no	paper/disk	no	file/disk
Dept. Bylaws	Gritsch		N/A		yes	no	yes/no	paper/lan/disk	Yes	file/disk
Office Correspondence of an Official Nature	Gritsch		CY+3		yes	yes/no	yes/no	paper/pc/disk	yes/no	file/disk
<b>Faculty Files</b>										
Faculty Recruitment	Gritsch		3 yr after leaving univ.		yes/no	yes	yes	paper	yes	file
Probationary Reviews	Gritsch		Until P&T decision is complete		yes/no	yes	yes	paper	yes	locked file
P&T Files	Gritsch		CY+3 after termination		yes	yes	yes	paper	yes	locked file
Peer Reviews	Gritsch		CY +3		yes	yes	yes	paper	yes	locked file
Faculty Development Files	Gritsch		CY+3		no	yes	yes/no	paper	yes	file
Faculty CV's	Gritsch		current version		yes	no	yes	paper	yes	file
Faculty - Misc. Corresp.	Gritsch		CY +3		yes/no	yes/no	yes/no	paper/disk	no	file
Teaching Assessments (ACE)	Gritsch		3 yr after leaving univ.		yes	yes/no	yes	paper	yes	file
<b>Personnel Files</b>										
Performance Appraisals-P&S & Merit staff	Gritsch		CY+3 after termination		yes	yes	no	paper/disk	no	locked file
Immigration documentation	Gritsch		3 yrs after term.		no	yes	no	paper	yes	file
Adjunct faculty files	Gritsch		CY+3		no	no	no	paper	yes	file
Staff Payroll Records (incl. PAR's)	Gritsch		CY+3		no	yes	no	paper	yes	file

Effective Date: ?

6/26/01

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Staff Employment/Term. Records	Gritsch		CY+3 after termination		no	yes	no	paper	yes	file
<b>Recruitment</b>										
Faculty/Staff Searches	Gritsch		CY+3		yes	yes/no	yes/no	paper	no	file
<b>Departmental Files</b>										
HPO Reports	Gritsch		CY+3		no	no	yes	paper	yes	file
Key Inventory	Zimmerman		Indefinitely		yes	no	yes	paper/PC	no	file
Accreditation Review	Gritsch		2 recent		yes	no	yes	paper	no	file
Visitor/TA request/allocations	Gritsch		CY+3		yes	no	no	paper	no	file
Space Alloc. Requests	Gritsch		CY+3		yes	no	no	paper	no	file
Space Inventory	Gritsch		CY+3		no	no	no	paper	yes	file
Equipment Requests	Gritsch		CY+3		no	no	no	paper	yes	file
Equipment Inventory	Gritsch		CY+3		no	no	no	paper	yes	file
<b>Accounting Related Files</b>										
Procurement Card Reports	Rosenwinkel		CY+3		no	no	no	paper	yes	file
Foundation Acct. Reports	Rosenwinkel		CY+3		no	no	no	paper	yes	file
Statement of Accounts	Rosenwinkel		CY+2		no	no	no	paper	yes	file
Internal Budget Reports	Rosenwinkel		CY+3		no	no	no	paper	yes	file
Purchase Orders	Rosenwinkel		CY+3		no	no	no	paper	yes	file
Requisitions	Rosenwinkel		CY+3		no	no	no	paper	yes	file
Travel Vouchers	Rosenwinkel		CY+3		no	no	no	paper	yes	file

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Voucher/Invoices	Rosenwinkel		CY+3		no	no	no	paper	yes	file
<b>Academic Records</b>										
ACE Forms	Hahn		Indefinitely		yes/no	yes/no	yes	paper	no	file
Course Schedules	Gritsch		CY+3		no	no	yes	paper	yes	file
Course grades	Hahn		5 years		yes/no	yes/no	yes	paper	yes	file
Undergraduate Records/Corresp.	Hahn		Indefinitely		yes/no	yes/no	yes	paper	yes	file
Graduate Records/Corresp.	Hahn		Indefinitely		yes/no	yes/no	yes	paper	yes	file
Graduate Dissertations	Res. Rm.		Indefinitely		no	no	no	bound	yes	
Non-Admitted Grad. Student Records	Hahn		CY+3		yes/no	yes/no	no	paper	yes	file
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.										