

Laundry Proposed Records Retention Schedule

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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)								
Blue Requisitions (from dept's)	Laundry	State-3 Federal-3	CY + 3		Yes	No	No	Paper	Dept copy	
OSHA Records	Laundry	Fed- CY + 5	Permanent		Yes	No	No	Paper	No	?
Professional Laundry Information Management System (PLIMS)	Laundry		CY + 2		Yes	No	No	AS400		Backup tapes
Scale Printer tapes	Laundry		Permanent		Yes	No	No	Paper	No	?
Office Correspondence of an Official Nature	Laundry	State-3 Federal-3	Permanent	Perm-anent	Yes	No	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.										