

College of Law Records Retention Schedule

(Contact person: Gordon Tribbey: 5-9137)

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)								
Backup documentation for cv's, deposits, purchases, receiving documents, etc.)	College of Law	CY + 3	CY + 3		Yes	No	No	Electronic & Paper	No	Kept in secure area within Dean's suite.
Backup documentation for equipment purchases, receiving documents, etc.)	College of Law	CY + 3	Life of item + 3		Yes	No	No	Electronic & Paper	No	same as above
Budgets	College of Law	State-3 Federal-3	CY + 7		Yes	No	No	Electronic & Paper	Yes-Budget Office	same as above
Inventory/Assets	UI Property Mngt. Office	NA	CY + 3		No	No	No	Electronic & Paper	Yes	same as above
All Payroll files (includes Staff Benefits)	UI Human Resources	NA	CY + 3		No	Yes	No	Electronic	Yes	same as above
Policies and procedures for the college.	College of Law	State-3 Federal-3	Permanent		Yes	No	No	Electronic & Paper	No	same as above
Promotion & Tenure (Includes Promotion record and dossier. Supplementary materials are optional.)	College of Law	CY plus 7 years after final decision on promotion and/or tenure	CY plus 7 years after final decision on promotion and/or tenure		Yes	Yes	Yes	Paper	Yes	same as above
Purchase Orders	Purchasing	NA	CY + 3		No	No	No	Electronic	Yes	Kept by admin. secretaries
Requests, memoranda from Central Admin.	College of Law	CY + 3	CY + 10		Yes	Yes	Yes	Electronic & Paper	No	Kept in secure area within Dean's suite.
Requisitions to a Dept. (requesting product/service)	Dept. providing product/service	Until product/service is received	CY + 3		No	No	No	Paper	Yes	Kept by admin. secretaries
Requisitions from a Dept. (providing product/service)	Dept. providing product/service	CY + 3	CY + 3		Yes	No	No	Paper		
Requisitions (thru Purchasing)	Purchasing	NA	CY + 3		No	No	No	Paper	Yes	Kept by admin. secretaries

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		(CY: Current Yr)								
Search Materials (related to filling a vacancy)	College of Law	CY + 3	CY + 5		Yes	Yes	No	Electronic & Paper	No	Kept in secure area within Dean's office suite.
Student Records- Transcripts, class lists, graduation lists	College of Law	Unspecified	Permanent		Yes	Yes	Yes	Electronic & Paper	No	Kept in secure area within Dean's office suite.
Student Records- Admissions, Registration, etc.	College of Law	Unspecified	CY + 5		Yes	Yes	No	Electronic & Paper	No	Kept in secure area within Dean's office suite.
Statement of Account (SOA)	Accounting Services	NA	CY + 3		No	No	No	Electronic & Paper	Yes	same as above
Vouchers & Invoices < \$10,000 (after 1/1/98)	College of Law	State-3 Federal-3	CY + 3		Yes	No	No	Electronic	Yes	Kept by administrative secretaries
Vouchers & Invoices > \$10,000 (after 1/1/98)	A/P	NA	CY + 3		No	No	No	Electronic	Yes	Kept in secure area within Dean's office suite.
Office Correspondence of an Official Nature	College of Law	State-3 Federal-3	Permanent		Yes	No	No	Electronic & Paper	No	Kept in secure area within Dean's office suite.
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 the UI 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.										