

Linguistics Record Retention											
Barbara Hermeier 50209											
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)									
Faculty Search	Dept Secretary		CY + 3 years		yes	yes	yes	paper/PC	partially	locked office	
All dept financial records/statements	Dept Secretary		CY + 3 years		yes	yes/no	yes	paper	partially	locked office	
class lists	Dept Secretary		7 years		no	yes	yes	paper	yes	locked office	
student files (past, present, future)	Dept Secretary		current-- indefinitely; non-active--7 yrs after departure		yes	yes	yes	paper	partially	locked office	
faculty files	Dept Secretary		current-- indefinitely; non-active--7 yrs after departure		yes	yes	yes	paper	partially	locked office	
reviews and self-studies	Dept Secretary		current and previous		yes	no	yes	paper/PC	yes	locked office	
space inventory	Dept Secretary		CY + 3 years		yes	no	yes	paper	yes	locked office	
equipment inventory	Dept Secretary		CY + 3 years		no	no	yes	paper	yes	locked office	
faculty extramural activity rep	Dept Secretary		CY + 3 years		no	no	no	paper	partially	locked office	
surveys/reports	Dept Secretary		5 years		yes/no	no	yes	paper/PC	yes	locked office	
HRIS policies,appt forms	Dept Secretary		indefinite		no	yes	yes	paper/PC	yes	locked office	
P&T files	Dept Secretary		current-- indefinitely; non-active--7 yrs after departure		yes	yes	yes	paper/PC	partially	locked office	
course approvals,schedules, descriptions	Dept Secretary		CY + 7 years		yes	no	yes	paper/PC	partially	locked office	
university policies	Dept Secretary		keep current		no	no	yes	paper	yes	locked office	

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salary reports, payroll docs	Dept Secretary		CY + 3 years		no	yes	yes	paper	yes	locked office
Office Correspondence of an Official Nature	Dept Secretary		CY + 7 years		yes	yes	yes	paper	partially	locked office
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.										