

Records Retention - Department of Microbiology

(Contact person: Barb Spence 5-7935)

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 documental for all financial transactions	Department		CY+3		Y	N	N	Paper	N	Kept in secured area
Requisitions (requesting/providing)	Department		CY+3		Y	N	N	Paper	Y	Kept in secured area
Budgets	Department		CY+3		Y	N	N	Paper	Y, in part	Kept in secured area
Inventory & Assets	Property Management		CY+3		N	N	N	Paper	Y, in part	Kept in secured area
Maintenance Contracts	Purchasing/ Department		Life of item		N	N	N	Paper	Y, in part	Kept in secured area
Payroll Files	Central HR/ Department		CY+3		N	Y	N	Paper	Y, in part	Kept in secured area
Reclassifications	Department		CY+3		Y	Y	N	Paper	Y, in part	Kept in secured area
Promotion & Tenure Files	Department		CY+7 after eee terminates		Y	Y	N	Paper	Y, in part	Kept in secured area
Search Materials	Department		CY+3		Y	Y	N	Paper	Y, in part	Kept in secured area
Student Records	Registrar/ Department		Permanent			N	N	Paper	Y, in part	Kept in secured area
Accounting Statements	Acctg Serv/ Department		CY+3		N	N	N	Paper	Y	Kept in secured area
Pre-Awarded Proposals	Department		CY+2		N	N	N	Paper	Y, in part	Kept in secured area
Grants Awarded	Grant Acctg/ Department		CY+3 after grant activity		N	N	N	Paper	Y, in part	Kept in secured area
Contracts Awarded	Grant Acctg/ Department		CY+10 after contract		N	N	N	Paper	Y, in part	Kept in secured area
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.										