

Records Retention Schedule Template

Neurology - Mary Hensley (6-2551)

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)							
Human Resources	Neurology Administration		Faculty = 7 yrs past term Others = 3 yrs past term		Yes	Yes	Yes	Paper copies	On-line archive	Kept in locked office
Purchasing, A/P, CV's	Neurology Administration		CY + 5		No	No	No	Paper copies	Central Admin	Kept in locked office
Gift and Grants	Neurology Administration		CY + 5		No	No	No	Paper copies	Grant Acctg & Spons Prgms	Kept in locked office
Property Management	Neurology Administration		CY + 5		No	No	No	Paper copies	Prop Mgmt & Purchasing	Kept in locked office
Administrative Files	Neurology Administration		CY + 5		Yes	Yes	Yes	Paper copies	Partially	Kept in locked office
Office Correspondence of an Official Nature										
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.										