

College of Nursing Records Retention Schedule

(Contact person: Deb Vogt: 5-7019)

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, etc.(Via GL)	College of Nursing	CY + 3	CY + 1	2	Yes	No	No	Paper	No	File cabinet in Dean's office suite
Backup documentation for equipment purchases, receiving documents, etc.)	College of Nursing	CY + 3	CY + 1	2	Yes	No	No	Paper	No	File cabinet in Dean's office suite
Budgets (by responsibility center)	College of Nursing	State-3 Federal-3	CY + 1	2	Yes	No	No	Paper	Yes-FUS Budget Office	File cabinet in Dean's office suite
Contracts	College of Nursing	CY + 10 after contract has expired	CY + 10 after contract has expired		Yes	No	Yes	Paper	Yes-Contracting Party	File cabinet in Dean's office suite
Inventory/Assets	Property Mngt. Office	State-3 Federal-3	CY + 1	2	No	No	No	Paper	Yes	File cabinet in Dean's office suite
Maintenance agreements	Purchasing	State-3 Federal-3	CY + 1	2	No	No	No	Paper	Yes	File cabinet in Dean's office suite
All Payroll files (includes Staff Benefits)	Human Resources	NA	2 yrs after termination		No	Yes	No	Paper	Yes	File cabinet in Dean's office suite
Policies and procedures for the college.	College of Nursing	State-3 Federal-3	Current version + previous two		Yes	No	No	Paper	Yes-Provost's Office	File cabinet in Dean's office suite
Position reclassifications (not forwarded to central HR administration)	College of Nursing	CY + 3	NA to date		Yes	Yes	No	Paper	No	
Pre-award applications (Sponsored Research)	Sponsored Programs?	CY + 3	Permanent		No?	No	No	Paper	Yes	CON Research Office
Procurement Card Reports	Voucher Processing Team	CY + 3	CY + 1	2	No	Yes	No	Paper	Yes	File cabinet in Dean's office suite
Promotion & Tenure (Includes Promotion record and dossier. Supplementary materials are optional.)	College of Nursing	CY + 7 after employee terminates	CY + 7 after employee terminates		Yes	Yes	Yes	Paper	No	File cabinet in Dean's office suite

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Purchase Orders	Purchasing	NA	CY + 1	2	No	No	No	Paper	Yes	File cabinet in Dean's office suite
Requisitions to a Dept. (requesting product/service)	Dept. providing product/service	Until product/service is received	CY + 1	2	Yes/No	No	No	Paper	No	File cabinet in Dean's office suite
Requisitions from a Dept. (providing product/service)	Dept. providing product/service	CY + 3	CY + 1	2	Yes	No	No	Paper	Yes	File cabinet in Dean's office suite
Requisitions (thru Purchasing)	Purchasing	NA	CY + 1	2	No	No	No	Paper	Yes	File cabinet in Dean's office suite
Search Materials (related to filling a vacancy)	College of Nursing	CY + 3	CY + 1	2	Yes	Yes	No	Paper	No	File cabinet in Dean's office suite
Student Records-Graduate & Undergrad	College of Nursing	Under review	?		Yes	Yes	No	Paper	?	File cabinet in Dean's office suite
Statement of Account (SOA)	Accounting Services	NA	CY + 1	2	No	No	No	Paper	Yes	File cabinet in Dean's office suite
Travel Vouchers	Travel	NA	CY + 1	2	No	No	No	Paper	Yes	File cabinet in Dean's office suite
Vouchers & Invoices (before 1/1/98)	A/P	NA	CY + 1	2	No	No	No	Paper	Yes	File cabinet in Dean's office suite
Vouchers & Invoices < \$10,000 (after 1/1/98)	College of Nursing	State-3 Federal-3	CY + 1	2	Yes	No	No	Paper	No	File cabinet in Dean's office suite
Vouchers & Invoices > \$10,000 (after 1/1/98)	A/P	NA	CY + 1	2	No	No	No	Paper	Yes	File cabinet in Dean's office suite
Office Correspondence of an Official Nature	College of Nursing	State-3 Federal-3	Permanent		Yes	No	?	Paper	No	File cabinet in Dean's office suite
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.										

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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.										