

Technology Innovation Center Records Retention Schedule

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| 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) | | | | | | | | |
| TIC Historical Documents | TIC | | Permanent | | Yes | No | No | Paper | VP Research | File Room |
| TIC Leases | TIC | | Term of Lease + 5 Yrs. | CY +5 | Yes | No | Yes | Paper/PC | Bus. Office and Regents | File Room |
| Office Correspondence of Official Nature | TIC | 3 years | Pertinent documents | | Yes | No | No | Paper/PC | No | File Room |
| Other Correspondence | TIC | | CY + 5 years | | Yes | No | No | Paper/PC | No | File Room |
| UI Statements of Accounts | TIC | | CY + 3 years | | No | No | No | Paper | UI Accounting Service | File Room |
| Requisition to and from a Department | TIC | | CY + 3 years | | No | No | No | Paper | Dept. providing product/servic | File Room |
| Inventory/Assets | TIC | | CY + 3 years | | No | No | No | Paper | Property Management | File Room |
| Maintenance Agreements | TIC | | CY + 3 years | | No | No | No | Paper | Purchasing | File Room |
| All Payroll Files (includes Staff Benefits) | TIC | | CY + 3 years | | No | Yes** | No | Paper | Human Resources | File Room |
| Position Reclassifications (not forwarded to central HR administration) | TIC | | CY + 3 years | | Yes | Yes | No | Paper/PC | VP Research | File Room |
| Budgets | TIC | | CY + 3 years | | Yes | No | No | Paper/PC | VP Research | File Room |
| 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. | | | | | | | | | | |