			Records R	Retention	Schedu	le Templat	te				
	CUSTODIAN	Obstetrics and Gynecology Katherine Walden 6-1978									
DESCRIPTION			REQUIREME	NTS (yrs.)	OFFICIAL? CONFID.?			CURRENT	DUPLICATED	SAFEGUARD	
		LEGAL	ACTIVE	NON- ACTIVE				RECORD FORMAT	ELSEWHERE?	MEASURES CURRENTLY	
			CY: Current Y					FORMAT		IN PLACE?	
		' '	1								
COM Budgets	Walden	X	CY+			X	X		COM Dean's Office (Some)		
July Dadyolo	Waladii	, , , , , , , , , , , , , , , , , , ,				, A	7		Spons Progs		
Cranto/Dagage Ctudios	Maldan	V	CV .		V		V		or UI Grant		
Grants/Research Studies	Walden	X	CY+		X		X		Acct COM Dean's		
Student Records	Niebyl/Markham		CY+		X	X			Office		
Meeting Minutes	Walden/Murdock		CY+						No		
OB Delivery Records	Walden	X		X	X	X	x		UIHC Med Rec		
Dept History Books	Schaapveld			Х	Х				No		
Dept Inventory Records	Murdock		CY + 3						UI Prop Mgmt		
Dept Space Records	Walden/Murdock		CY + 3						UI Prop Mgmt		
Statements Of Account	Walden/Schrock	Х	CY+		Х		X		UIHC Bus Off		
Hospital Billing Records	Walden/Duhaime	Х	CY + 3				X		UIHC Bus Off		
Patient Statistics	Walden/Duhaime		CY+		X				UIHC Infor Sys		
UIHC Budgets	Walden	Х	CY+		X	X	X		UIHC Admin		
Current Grant Records	Walden	X	CY		x		X		UI Grant Acct		
Personnel Changes in status	Walden		CY + 3		X	X	X		UI Payroll		
Operations Manual	Walden	Х			Х		X		UI Admin		
Patient Care Policies/Quality		V	CV .		X		V		LULIC Admin		
Assurance	Walden/Duhaime	^	CY+		^		^		UIHC Admin		
Employee Training Records	Murdock		XY + 3		X		Х				
Personnel Files/Records	Walden/Murdock Schaapveld	x	х	Х	Х	x	х		UI Payroll		
Recruitment Records	Schaapveld Murdock	X	X	X	X				No (A&D forms at AA/Com		

Effective Date: ?

Records Retention Schedule Template											
Obstetrics and Gynecology Katherine Walden 6-1978											
ODIAN	RETENTION	REQUIREMEN	TS (yrs.)	OFFICIAL?	CONFID.?	VITAL?	CURRENT	DUPLICATED	SAFEGUARD		
	LEGAL	ACTIVE	NON-				RECORD	ELSEWHERE?	MEASURES		
			ACTIVE				FORMAT		CURRENTLY		
	(CY: Current Yr)						IN PLACE?		
					<u>'</u>						
Murdock		CY+	x	X	X	x		UI Payroll			
								,			
Murdock >	X	X		X		X		UI Staff Rel			
>	X	X		X	X	x		UIHC Staff Rel			
						,		UI Staff Rel &			
Murdock >	X	X		X		X		UI Admin			
Murdock		CY + 3		X		X					
>	X	X	X	Χ	X	Χ					
oce conies	is 3 years which	h is a quideline	and not a	requirement							
				lequirement.	•						
		t maintainea on	liic by air c	administrativ	C dilit of 1 O	O WINCII IS US	daily, but not a	iways, the original.			
		unless otherwis	e ordered	by court, by	the lawful cu	ustodian or by	/ another perso	on duly authorized			
			5140104	-, cca.t, by				in daily addition20di			
		r to continue do	ina busine:	ss or to pres	erve the riah	nts of the unit	. its employees	s and the general bu	ıblic.		
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.											
	nce copies sibility for r official cop ficial recor able to the les are ex- posolutely e cial Nature	nce copies is 3 years whice sibility for retention and dispificial copy of a documenticial records. able to the general publicities are examples. posolutely essential in ordecial Nature" refers to policities.	nce copies is 3 years which is a guideline sibility for retention and disposition of the official copy of a document maintained on ficial records. able to the general public unless otherwis les are examples. posolutely essential in order to continue docial Nature" refers to policies, procedures	nce copies is 3 years which is a guideline and not a sibility for retention and disposition of the record. official copy of a document maintained on file by an a ficial records. able to the general public unless otherwise ordered les are examples. osolutely essential in order to continue doing busine cial Nature" refers to policies, procedures, reports (i	nce copies is 3 years which is a guideline and not a requirement sibility for retention and disposition of the record. official copy of a document maintained on file by an administrative ficial records. able to the general public unless otherwise ordered by court, by les are examples. osolutely essential in order to continue doing business or to preside in Nature" refers to policies, procedures, reports (internal or expense)	nce copies is 3 years which is a guideline and not a requirement. Sibility for retention and disposition of the record. Official copy of a document maintained on file by an administrative unit of FU ficial records. able to the general public unless otherwise ordered by court, by the lawful colles are examples. Dissolutely essential in order to continue doing business or to preserve the right cial Nature" refers to policies, procedures, reports (internal or external), etc.	nce copies is 3 years which is a guideline and not a requirement. sibility for retention and disposition of the record. official copy of a document maintained on file by an administrative unit of FUS which is us ficial records. able to the general public unless otherwise ordered by court, by the lawful custodian or by les are examples. osolutely essential in order to continue doing business or to preserve the rights of the unit cial Nature" refers to policies, procedures, reports (internal or external), etc. that are used	nce copies is 3 years which is a guideline and not a requirement. Sibility for retention and disposition of the record. Official copy of a document maintained on file by an administrative unit of FUS which is usually, but not a ficial records. able to the general public unless otherwise ordered by court, by the lawful custodian or by another personal less are examples. Dissolutely essential in order to continue doing business or to preserve the rights of the unit, its employees cial Nature" refers to policies, procedures, reports (internal or external), etc. that are used in the administrative unit of FUS which is usually, but not a ficial records.	nce copies is 3 years which is a guideline and not a requirement. Sibility for retention and disposition of the record. Official copy of a document maintained on file by an administrative unit of FUS which is usually, but not always, the original. ficial records. able to the general public unless otherwise ordered by court, by the lawful custodian or by another person duly authorized. les are examples. Dissolutely essential in order to continue doing business or to preserve the rights of the unit, its employees and the general pucicial Nature" refers to policies, procedures, reports (internal or external), etc. that are used in the administration and managements.		

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