

Records Retention Schedule Template

Obstetrics and Gynecology Katherine Walden 6-1978										
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)								
COM Budgets	Walden	X	CY +			X	X		COM Dean's Office (Some)	
Grants/Research Studies	Walden	X	CY +		X		X		Spons Progs or UI Grant Acct	
Student Records	Niebyl/Markham		CY +		X	X			COM Dean's Office	
Meeting Minutes	Walden/Murdock		CY +						No	
OB Delivery Records	Walden	X		X	X	X	X		UIHC Med Rec	
Dept History Books	Schaapveld			X	X				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	X	CY +		X		X		UIHC Bus Off	
Hospital Billing Records	Walden/Duhaime	X	CY + 3				X		UIHC Bus Off	
Patient Statistics	Walden/Duhaime		CY +		X				UIHC Infor Sys	
UIHC Budgets	Walden	X	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	X			X		X		UI Admin	
Patient Care Policies/Quality Assurance	Walden/Duhaime	X	CY +		X		X		UIHC Admin	
Employee Training Records	Murdock		XY + 3		X		X			
Personnel Files/Records	Walden/Murdock Schaapveld	X	X	X	X	X	X		UI Payroll	
Recruitment Records	Schaapveld Murdock	X	X	X	X				No (A&D forms at AA/Com)	

Effective Date: ?

6/15/01

Records Retention Schedule Template

Obstetrics and Gynecology Katherine Walden 6-1978										
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)								
Employee Payroll Reports	Walden/Murdock		CY +	X	X	X	X		UI Payroll	
Disaster Plan/Safety Infection Control manuals	Walden/Murdock	X	X		X		X		UI Staff Rel	
Licensure Records	Murdock	X	X		X	X	X		UIHC Staff Rel	
UI Policy/Procedures Manual	Walden/Murdock	X	X		X		X		UI Staff Rel & UI Admin	
UIHC Dept Charge Reports (CTS, Telecomm)	Walden/Murdock		CY + 3		X		X			
Office Correspondence of an Official Nature	All	X	X	X	X	X	X			
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.										