

Department of Orthopaedic Surgery 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)								
Personnel Files	Orthopaedics	Indefinite	Indefinite	Indefinite	yes	yes	yes	paper	no	files in secure office
Travel Expense Vouchers	Orthopaedics	3 yrs after term	Indefinite	3 yrs	yes	no	no	paper	yes	files in secure office
Licensure renewal	Orthopaedics	3 yrs after term	Indefinite	3 yrs	no	no	yes	paper	no	secure office
Research Grants	Orthopaedics	Indefinite	Indefinite	5 years	yes	no	yes	paper	no	secure office
Departmental Office Files	Orthopaedics	3 years	3 years	3 years	no	no	no	paper	no	secure 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.										