

Department of Otolaryngology Records Retention Schedule

(Contact Person: Todd Patterson 6-2371)

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 Records	Todd Patterson		Indefinite		Yes	Yes	Yes	Paper	No	Locked office
Statement of Accounts	Steve Radosevich		CY+2		No	No	No	Paper	Yes	Locked office
Budget	Todd Patterson		Indefinite		Yes	No	Yes	Electronic and Paper	Yes	Locked office
Grants	Steve Radosevich		CY=3 yrs after expiration		No	Yes	No	Paper	Yes	Locked office
Travel Vouchers	Steve Radosevich		CY+3		No	No	No	Electronic and Paper	Yes	Locked office
PO Vouchers	Steve Radosevich		CY+3		No	No	No	Paper	Yes	Locked office
Physician Licensure	Todd Patterson		CY+previous license		Yes	Yes	Yes	Electronic and Paper	No	Locked office
Billing Documents	Sue Duffy		CY+1		Yes	Yes	Yes	Paper	No	Locked office
Inventory/Assets	Todd Patterson		CY+3		No	No	No	Paper	Yes	Locked office
Office Correspondence of an Official Nature	Todd Patterson		Indefinite		Yes	Some	Some	Paper	Some	Locked office
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.										