

Records Retention Schedule Template

Pediatrics Doris Montag 6-1782										
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)								
Department Management	Doris Montag		CY + 1	2	Yes	Yes	Yes	Electronic and Paper	COM	Retained in ADM
Human Resources	Janice McBride-Rahn		CY + 1	6	Yes	Yes	No	Electronic and Paper	Human Resources	Paper-Locked File Cabinet
Financial Records	Lori Ahrens		CY + 1	2	No	Yes	No	Electronic and Paper	Peds Adm/COM	Adm filing system
Research Grants	Karen Swenson		CY + 1	2	No	Yes	No	Electronic and Paper	DSP/GAO	Adm filing cabinet
Research Contracts	Karen Swenson		CY + 1	9	No	Yes	No	Electronic and Paper	DSP/GAO	Adm filing cabinet
Office Correspondence of an Official Nature	Lori Ahrens?Disie Collins		CY + 1	2	Yes	Yes	Yes	Electronic and Paper	COM	Locked file cabinets
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.										