

Department of Pharmacology Records Retention Schedule

(Contact person: Lisa Ringen: 3-3131)

DESCRIPTION	CUSTODIAN	RETENTION REQUIREMENTS (yrs.)			Is the dept. copy.....			CURRENT RECORD FORMAT	DUPLICATED ELSEWHERE?	SAFEGUARD MEASURES CURRENTLY IN PLACE?
		LEGAL	ACTIVE	NON-ACTIVE	OFFICIAL?	CONFID.?	VITAL?			
		(CY: Current Yr)								
Backup documentation for cv's, deposits, purchases, receiving documents, etc.	Department of Pharmacology	CY + 3	CY + 3		Yes	No	No	Paper/PC	No	Daily computer backups, file cabinet
Budgets	College of Medicine	State - 3 Federal - 3	CY + 5		Yes	No	No	Paper/PC	Yes - Dept	Daily computer backups, locked file cabinet
Gift & Grant Awards (post-awards)	Grant Accounting	3 years after submitting final expenditure report	CY + 3 after award has expired		No	No	No	Paper	Yes - PI, Dept & Sponsored Programs	file cabinet
Inventory/Assets	Property Management Office	CY + 3	CY + 3		No	No	No	Paper & Electronic	Yes - Dept	file cabinet
Maintenance Agreements	Purchasing	CY + 3	CY + 3		No	No	No	Paper	Yes - Dept	file cabinet
Payroll Files (includes Staff Benefits)	Human Resources	N/A	CY + 3		No	Yes	No	Paper & microfiche	Yes - Dept	locked file cabinet
Policies and procedures for the Department	Department of Pharmacology	N/A	Current Version		Yes	No	No	Paper/PC	No	file cabinet
Pre-Award Applications (Sponsored Research)	Sponsored Programs	N/A	CY + 3		No	No	No	Paper/PC	Yes - PI, Dept & COM	Daily computer backups and file cabinet
Procurement Card Information & Reports	Voucher Processing Team	CY + 3	CY + 3		No	Yes	No	Paper & Electronic	Yes - Dept	file cabinet
Promotion & Tenure (includes promotion record and dossier. Supplementary materials are optional)	College of Medicine	CY + 7 after employee terminates	CY + 7 after employee terminates		Yes	Yes	Yes	Paper	Yes - Dept	locked file cabinet
Purchase Orders	Purchasing	N/A	CY + 3		No	No	No	Paper, electronic & microfilm	Yes - Dept	file cabinet
Requisitions to a Dept. (requesting product/service)	Dept. providing product/service	CY + 3	CY + 3		No	No	No	Paper/PC	Yes - Dept	file cabinet

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		LEGAL	ACTIVE	NON-ACTIVE	OFFICIAL?	CONFID.?	VITAL?			
		(CY: Current Yr)								
Requisitions from a Dept. (providing product/service)	Dept. providing product/service	CY + 3	CY + 3		Yes	No	No	Paper	Yes - Dept	file cabinet
Requisitions (thru Purchasing)	Purchasing	CY + 5	CY + 3		No	No	No	Paper/PC	Yes	Daily computer backups and file cabinet
Search Materials (related to filling a vacancy)	Department of Pharmacology	CY + 3	CY + 3		Yes	Yes	No	Paper	Yes - College of Medicine has some	locked file cabinet
Student Records - Undergrad & Graduate	Department of Pharmacology	undergrad: CY + 5 Grad: CY + 10	Permanent		Yes	Yes	No	Paper	Yes - Registrar's Office has some	locked file cabinet
Statement of Account (SA1 & TDS)	Accounting Services	N/A	CY + 5		No	No	No	Paper & microfiche	Yes - Dept	file cabinet
Travel Vouchers	Travel Office	N/A	CY + 3		No	No	No	Paper	Yes - Dept	file cabinet
Vouchers & Invoices (before 1/1/98)	A/P	N/A	CY + 3		No	No	No	Paper	Yes - Dept	file cabinet
Vouchers & Invoices < \$10,000 (after 1/1/98)	Department of Pharmacology	State - 3 Federal - 3	CY + 3		Yes	No	No	Paper	No	file cabinet
Vouchers & Invoices > \$10,000 (after 1/1/98)	A/P	N/A	CY + 3		No	No	No	Paper	Yes - Dept	file cabinet
Office Correspondence of an Official Nature	Department of Pharmacology	State - 3 Federal - 3	Pertinent info kept permanently		Yes	No	No	Paper	No	Daily computer backups and file cabinet
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.										