

Philosophy Department Records Retention Schedule										
Jan Kleinschmidt 5-0020										
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)										
Appt. Forms	Office		indefinite	indefinite	no	yes	no	paper	Payroll	locked office
Adjunct Faculty Files	Office		until appt. ends	indefinite	yes	yes	no	paper	Partially	locked office
Budgets	Office		CY+3	CY+5	no	yes	no	paper	College	locked office
Class Lists	Office		indefinite	indefinite	no	yes	no	paper	Registration Center	locked office
Course Schedules & Descriptions	Office		CY	indefinite	no	no	no	paper	Registrar's Office	locked office
Faculty Files	Office		until appt. ends	indefinite	yes	yes	no	paper	Partially	locked office
Foundation Account Records	Office		CY+3	CY+5	no	yes	no	paper	Foundation	locked office
Inventory/Assets	Office		CY+3	CY+3	no	no	no	paper	Property Management	locked office
Letters of Recommendation for Grad Student Dossiers	Office		until hired as tenure track	indefinite	yes	yes	no	paper	Partially	locked office
Maintenance Agreements	Office		CY+3	CY+6	no	no	no	paper	Purchasing	locked office
Office Correspondence of an Official Nature	Office		CY+3	CY+6	yes	yes	no	paper	Receiving Department	locked office
Peer Reviews	Office		current	indefinite	yes	yes	no	paper	College	locked office
Purchase Orders/Reqs. & Voucher & Invoices	Office		CY+3	CY+6	no	no	no	paper	Yes	locked office
Policies for Graduate Students	Office		current	indefinite	no	no	no	paper	Yes	locked office/PC
Policies of the Department	Office		current		no	no	no	paper	Yes	locked office/PC
Promotion & Tenure Records	Office		CY+7 emp ter	indefinite	yes	yes	no	paper	College	locked office
Reviews & Self-Studies	Office		CY+6	indefinite	yes	yes	no	paper	College	locked office
Search Materials/Faculty	Office		CY+3	CY+4	yes	yes	no	paper	College	locked office
Staff Records	Office		until appt. ends	indefinite	yes	yes	no	paper	Payroll	locked office
Statement of Account	Office		CY+2	CY+5	no	no	no	paper	Acct. Serv.	locked office

Effective Date: ?

3/1/02

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Student Files/Graduate	Office		until graduated	indefinite	yes	yes	no	paper	Partially	locked office
Student Files/Undergraduate	Office		until graduated	CY+2	yes	yes	no	paper	Yes	locked office
Travel Vouchers/Files	Office		CY+3	CY+6	no	no	no	paper	Partially	locked office
Visiting Lecture Files	Office		CY+1	indefinite	no	no	no	paper	no	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.										