

Physical Therapy Graduate Program Records Retention Schedule

2001-2002

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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)								
Clinical Education/Affiliation agreements	Bork	yes	Life of agreement + 2		yes	no	yes	Paper	Not on campus	Locked Files
Program Committee Minutes & Annual Rpts	Nielsen	no	Current + 8 yrs		no	no	no	Paper	No	Locked Office
Office/Program Corresp of an Official Nature	Nielsen	yes	Current + 8 yrs		yes	yes	yes	Paper	No	Locked Files
Historical program info & photos	Nielsen	no	indefinite		no	no	no	Paper	No	Locked Files
Student Performance Records	Nielsen	yes	indefinite		yes	yes	yes	Paper	Not completely	Locked Files
Applications for Admission	Nielsen	yes	Active Session + 1 yr		yes	yes	no	Paper	Partially	Locked Files
Performance Evals	Nielsen	yes	indefinite		no	yes	yes	Paper	No	Locked Files
Human Subjects data	PI's	yes	Contract + 3 yrs		yes	yes	yes	Paper/Electronic	No	Locked Files
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.									