

Records Retention Schedule Template

Physiology Karen Horner 5-7844										
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)										
Faculty Personnel Files	Department			Permanent	YES	YES	NO	Paper/Electronic	No	kept in locked cabinet/office
Human Resource/Payroll records	Department			Permanent	YES	YES	NO	Paper/Electronic	Payroll/HRIM	kept in locked cabinet/office
Property Management	Property Management		CY+3		YES	NO	NO	Paper/Electronic	Department	kept in locked cabinet/office
Promotion & Tenure	Department		CY+7		YES	YES	YES	Paper/Electronic	COM	kept in locked cabinet/office
Search Materials	Department		CY+3		YES	YES	NO	Paper/Electronic	COM/Affirmative Action	kept in locked cabinet/office
Graduate Student Records	Department		Permanent		YES	YES	NO	Paper/Electronic	Registrar	kept in locked cabinet/office
Course Materials	Department		CY+3		NO	Grade reports	NO	Paper/Electronic	Instructors	kept in locked cabinet/office
Graduate Admissions materials	Department		CY+3		YES	YES	NO	Paper/Electronic	Admissions/Biosciences	kept in locked cabinet/office
Seminar program correspondence	Department		CY+3		NO	YES	NO	Paper/Electronic	NO	kept in locked cabinet/office
Travel	Travel Office		CY+4		sometimes	YES	NO	Paper/Electronic	Department	kept in locked cabinet/office
Accounts Payable	A/P		CY+4		sometimes	NO	NO	Paper/Electronic	Department	kept in locked cabinet/office
Purchasing	Purchasing		CY+4		sometimes	NO	NO	Paper/Electronic	Department	kept in locked cabinet/office
Grant Tracking	Grant Acct/Sponsored		CY+4		sometimes	NO	NO	Paper/Electronic	Department	kept in locked cabinet/office
Departmental Budgets/Financials	Physiology		CY+4		YES	NO	NO	Paper/Electronic	NO	kept in locked cabinet/office
Payroll Documents	Payroll		CY+4		sometimes	YES	NO	Paper/Electronic	Department	kept in locked cabinet/office
UI Financial Reports	Business Office		CY+4		YES	NO	NO	Paper/Electronic	Department	kept in locked cabinet/office
			CY+4							
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.										

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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.										