

## Department of Political Science Records Retention Schedule

**Contact person: Karen Stewart 5-2357**

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)								
Affiliation, Licensing, & other agreements for Political Sci	Department		CY + 5 yrs		yes	no	yes	paper	no	locked cabinet
Budgets	Dept/College		CY + 5 yrs		no	some yes	yes	paper	some-College	locked cabinet
Gift & Grant Awards	Dept/Grant Acct		CY + 5 yrs		no	no	yes	paper	Grant Acct.	locked cabinet
Maintenance Agreements	Dept. and Purchasing		CY + 5 yrs.		no	no	no	paper	Purchasing	locked cabinet
Equipment Files	Dept & Purchasing		CY + 5 yrs		no	no	no	paper	Purchasing	locked cabinet
Inventory/Assets	Dept & Business Off.		CY + 5 yrs		no	no	yes	paper/electron.	Business Off.	cabinet in keyed office
Space Assignment	Dept/FSG		CY + 5 yrs		no	no	no	paper	FSG	cabinet in keyed office
Payroll files	Dept/HR		CY + 5 yrs		no	yes	no	paper	HR	locked cabinet
Personnel Files	Dept/HR		CY + 5 yrs		some	yes	yes	paper	some-HR	locked cabinet
Promotion/Tenure Files	Dept/College		CY + 5 yrs. after termin.		no	yes	yes	paper	College	locked cabinet
Position Reclassification (not forwarded to HR)	Dept/College		CY + 5 yrs.		yes	yes	yes	paper	College	locked cabinet
Admitted Graduate Student Files	Dept/GC		CY+ 5 yrs after termin.		some	yes	yes	paper	some-GC	locked cabinet
Graduate Admissions Files	Dept/GR Adm		CY + 2 yrs		some	no	yes	paper	Grad. Adm.	locked cabinet
Graduate Placement Files	Dept.		CY + 1 yr		yes	yes	yes	paper	no	locked cabinet
Undergraduate Student Files	Dept/College		CY + 4 yrs after grad		no	yes	no	paper	College/Regist .	cabinet in keyed office
Financial Transaction Files	Dept/AP/Pur/Business Off		CY + 3 yrs		no	no	no	paper	AP/Purchasing /Business Off	cabinet in keyed office
Grade Records	Dept/Registrar		CY + 5 yrs		no	yes	no	paper	Registrar	cabinet in keyed office
Faculty Recruitment Files	Dept		CY + 3 yrs		yes	yes	no	paper	no	cabinet in keyed office
Office Correspondence of an Official Nature	Department		CY + 7 yrs		yes	no	yes	paper	no	cabinets (some locked

Effective Date: ?

9/25/01

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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.										