

President's Office Records Retention Schedule

(Contact person: Lucille Heitman; 5-3551)

| 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) | | | | | | | | |
| Backup documentation for cv's, deposits, purchases, receiving documents, etc.) | President's Office | CY + 3 | CY + 3 | | Yes | Yes | No | Paper, PC | No | Stored in non-public area; office suite is locked during non-business hours |
| Boards, committees external to UI | President's Office | NA | As needed | | Yes | Yes | No | Paper | Yes | Same as above |
| Budgets | President's Office | State-3 Federal-3 | CY + 3 | | Yes | No | No | Paper, PC | Yes | Same as above |
| Contracts | General Counsel's office | NA | CY + 3 | | No | Yes | Yes | Paper, PC | Contractor | Same as above |
| Correspondence-acknowledgements, congratulations, etc. | President's Office | State-3 Federal-3 | Current in office suite | Perm-anent | Yes | No | No | Paper | No | Same as above |
| Inventory/Assets | Property Mngt. Office | State-3 Federal-3 | CY + 3 | | No | No | No | Paper, PC | Yes | Same as above |
| Personnel files | President's Office | CY + 3 after termination | CY + 3 after termination | | Yes | Yes | No | Paper | No | Same as above |
| President's speeches | President's Office | State-3 Federal-3 | Current in office suite | Perm-anent | Yes | No | No | Paper | Yes | Same as above |
| Procurement Card Information & Reports | Voucher Processing Team | NA | CY + 3 | | No | No | No | Paper, PC | Yes | Same as above |
| Purchase Orders | Purchasing | NA | CY + 3 | | No | No | No | Paper, PC | Yes | Same as above |
| Requisitions to a Dept. (requesting product/service) | Dept. providing product/service | Until product/service is received | CY + 3 | | No | No | No | Paper, PC | Yes | Same as above |
| Requisitions (thru Purchasing) | Purchasing | NA | CY + 3 | | No | No | No | Paper, PC | Yes | Same as above |
| Service contracts, maintenance agreements | President's Office | NA | CY + 3 | | Yes | No | No | Paper, PC | Some yes | Same as above |

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| | | (CY: Current Yr) | | | | | | | | |
| Search Materials (related to filling a vacancy) | College or unit performing the search | CY + 3 | CY + 3 | | No | Yes | No | Paper | Yes | Same as above |
| Statement of Account (SOA) | Accounting Services | NA | CY + 3 | | No | No | No | Paper | Yes | Same as above |
| Strategic Planning | Provost's Office | NA | Current in office suite | Perm-anent | No | No | No | Paper | Yes | Same as above |
| Travel Vouchers | Travel | NA | CY + 3 | | No | No | No | Paper, PC | Yes | Same as above |
| UI Foundation (various records) | President's Office | State-3 Federal-3 | Current in office suite | | Yes | Yes | No | Paper | Yes | Same as above |
| Units Reporting to the President | President's Office | State-3 Federal-3 | Current in office suite | Perm-anent | Yes | Yes | No | Paper | No | Same as above |
| Unit Reviews | President's Office | State-3 Federal-3 | Current in office suite | Perm-anent | Yes | Yes | No | Paper | Yes | Same as above |
| Vouchers & Invoices (before 1/1/98) | A/P | NA | CY + 3 | | No | No | No | Paper, PC | Yes | Same as above |
| Vouchers & Invoices < \$10,000 (after 1/1/98) | President's Office | State-3 Federal-3 | CY + 3 | | No | No | No | Paper, PC | Yes | Same as above |
| Vouchers & Invoices > \$10,000 (after 1/1/98) | A/P | NA | CY + 3 | | No | No | No | Paper, PC | Yes | Same as above |
| Office Correspondence of an Official Nature (Unit policies & procedures, misc information, project files) | President's Office | State-3 Federal-3 | Pertinent info. kept permanently | | Yes | Yes | No | Paper | Some yes | Same as above |

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| | | (CY: Current Yr) | | | | | | | | |
| 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 the UI 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. | | | | | | | | | | |