

Opportunity at Iowa Records Retention Schedule

(Contact person: Kimberly Carter, 5-3545)

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.	Opportunity at Iowa	CY + 3	CY + 3		Yes	Yes	No	Paper, PC	Some yes	Stored in locked file.
Boards, committees external to UI	Opportunity at Iowa	NA	As needed		Yes	No	No	Paper	Yes	Stored in non-public area; offices locked, non-business hours
Budgets	Opportunity at Iowa	State-3 Federal-3	CY + 3		Yes	No	No	Paper, PC	Yes	Same as above
Gift & Grant Awards	Grant Accounting	CY + 5 after award expired	CY + 3	Permanent as needed	No	No	No	Paper	Yes	Stored in locked file.
Faculty Diversity Opportunities Program	Opportunity at Iowa	NA	CY + 3	Perm-anent	Yes	Yes	No	Paper, PC	Yes	Stored in locked file.
Inventory/Assets	Provost Office	State-3 Federal-3	CY + 3		No	No	No	Paper, PC	Yes	Stored in non-public area; offices locked, non-business hours
Outreach Contacts	Opportunity at Iowa	NA	PC-Permanent Paper-CY + 1		Yes	Yes	No	Paper, PC	Yes	Same as above
Outreach Events/Programs	Opportunity at Iowa	NA	PC-Permanent Paper-CY + 1		Yes	No	No	Paper, PC	Yes	Same as above
Personnel Files	Opportunity at Iowa	CY + 3 after termination	CY + 3 after termination		Yes	Yes	No	Paper	No	Stored in locked file.
Procurement Card Information & Reports	Voucher Processing Team	NA	CY + 3		No	Yes	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	Provost Office	NA	CY + 3		No	No	No	Paper, PC	Yes	Same as above
Search Materials (related to filling a vacancy)	Opportunity at Iowa	CY + 3	CY + 3		No	Yes	No	Paper	Yes	Stored in non-public area; offices locked, non-business hours
Statement of Account (SOA)	Accounting Services	NA	CY + 3		No	No	No	Paper	Yes	Stored in locked file.
Strategic Planning	Provost Office	NA	Current in office suite	Perm-anent	No	No	No	Paper	Yes	Stored in non-public area; offices locked, non-business hours

Opportunity at Iowa Records Retention Schedule

(Contact person: Kimberly Carter, 5-3545)

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)								
Travel Vouchers	Travel	NA	CY + 3		No	No	No	Paper	Yes	Same as above
UI Foundation (various records)	Opportunity at Iowa	State-3 Federal-3	CY + 3	Permanant	No	Yes	No	Paper	Yes	Stored in locked file.
Units Reporting to Opportunity at Iowa	Opportunity at Iowa	State-3 Federal-3	Current in office suite	Permanant	No	Yes	No	Paper	Yes	Stored in non-public area; offices locked, non-business hours
Unit Reviews	Opportunity at Iowa	State-3 Federal-3	Current in office suite	Permanant	No	Yes	No	Paper	Yes	Same as above
Vouchers & Invoices (before 1/1/98)	A/P	NA	CY + 3		No	No	No	Paper, PC	Yes	Stored in locked file.
Vouchers & Invoices <\$10,000 (after 1/1/98)	Opportunity at Iowa	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)	Opportunity at Iowa	State-3 Federal-3	Pertinent info. Kept permanently		Yes	Yes, some	No	Paper	Yes, some	Stored in non-public area; offices locked, non-business hours
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.										