

Records Retention Schedule Template

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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)								
Purchase Orders	Psych Admin		CY + 3		No	No	No	Electronic & Paper	Yes	Locked Office & Storage
Non PO Voucher Invoice	Psych Admin		CY + 3		No	No	No	Electronic & Paper	Yes	Locked Office & Storage
Travel Expenses	Psych Admin		CY + 3		No	No	No	Electronic & Paper	Yes	Locked Office & Storage
Payroll	Psych Admin		CY + 3		No	Yes	No	Electronic & Paper	Yes	Locked Office & Storage
Statement of Account	Psych Admin		CY + 3		No	No	No	Electronic & Paper	Yes	Locked Office & Storage
Policy/Procedures	Psych Admin		CY + 3		No	No	No	Electronic & Paper	Yes	Locked Office & Storage
Office Correspondence of an Official Nature	Psych Admin		Indefinite		Yes	Some	Some	Paper	Some	Locked Office & Storage
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.										