

## College of Public Health Records Retention Schedule

(Contact person: Ann Coady: 5-8994)

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, etc.	College of Public Health	CY + 3	CY + 3		Yes	No	No	Paper	No	Retained in Public Health Finance office/admin storage area
Backup documentation for equipment purchases, receiving documents.	College of Public Health	CY + 3	CY + 3		Yes	No	No	Paper	No	Retained in Public Health Finance office/admin storage area
Budgets	College of Public Health	State-3 Federal-3	CY + 3		Yes	No	No	Electronic & Paper	No	Maintained within Public Health Administration
Contracts	Dept. of Occupational & Environmental Health	CY + 10 after contract has expired	CY + 10 after contract has expired		Yes	No	Yes	Paper	Yes-Contracting party	Retained in Occup & Env Hlth Administration Office
Gift & Grant Awards & Research Contracts	Grant Accounting	CY + 3 after award has expired	CY + 3 after award has expired		No	No	No	Paper	Principal Investigator	Retained in Public Health Finance office/admin storage area
Inventory/Assets	Property Management Office	CY + 3	CY + 3		No	No	No	Paper & Electronic	Yes	Facility Coordinator Office
Maintenance Agreements	Purchasing	CY +3	CY + 3		No	No	No	Paper	Yes	Retained in Public Health Finance office/admin storage area
Payroll Files (includes Staff Benefits)	Human Resources	NA	CY + 5		No	Yes	No	Paper	Yes	Retained in Public Health Human Resource Office/Admin storage area
Policy and procedures for the college	College of Public Health	State-3 Federal-3	Current Version		Yes	No	No	Paper	Yes	File cabinet in Dean's office suite
Pre-Award applications (Sponsored Research)	Sponsored Programs	NA	CY + 3		No	No	No	Paper	Yes	Retained in Public Health Finance office/admin storage area

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Procurement Card Information & Reports	Voucher Processing Team	CY + 3	CY + 3		No	Yes	No	Paper	Yes	Retained in Public Health Finance office/admin storage area
Promotion & Tenure (Includes Promotion record and dossier. Supplementary materials are optional)	College of Public Health	CY + 7 after employee terminates	CY + 7 after employee terminates		Yes	Yes	No	Paper	Yes	File cabinet in Assoc Dean for Faculty Affairs Office
Purchase Orders	Purchasing	NA	CY + 3		No	No	No	Paper	No	Retained in Public Health Finance office/admin storage area
Requisitions to a Dept. (requesting product/service)	Dept. providing product/service	CY + 3	CY + 3		No	No	No	Paper	Yes	Retained in Public Health Finance office/admin storage area
Requisitions from a Dept. (providing product/service)	Dept. providing product/service	CY + 3	CY + 3		Yes	No	No	Paper	Yes	Retained in Public Health Finance office/admin storage area
Requisitions (thru Purchasing)	Purchasing	NA	CY + 3		No	No	No	Paper	Yes	Retained in Public Health Finance office/admin storage area
Search Materials (related to filling a vacancy)	College of Public Health	CY + 5	CY + 5		Yes	Yes	No	Paper	No	Health Human Resource Office/Admin storage area
Student Records - Graduate	College of Public Health	Permanent	Permanent		Yes	Yes	No	Paper/Microfilm/Database	No	Retained in Grad Coordinator Offices
Statement of Account (SA1 & TDS)	Accounting Services	NA	CY + 3		No	No	No	Paper	Yes	Retained in Public Health Finance office/admin storage area
Travel Vouchers	Travel Office	NA	CY + 3		No	No	No	Paper	Yes	Retained in Public Health Finance office/admin storage area

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			(CY: Current Yr)							
Vouchers & Invoices (before 1/1/98)	A/P	NA	CY + 3		No	No	No	Paper	Yes	Retained in Public Health Finance office/admin storage area
Vouchers & Invoices <\$10,000 (after 1/1/98)	College of Public Health	State-3 Federal-3	CY + 3		Yes	No	No	Paper	No	Retained in Public Health Finance office/admin storage area
Vouchers & Invoices >\$10,000 (after 1/1/98)	A/P	NA	CY + 3		No	No	No	Paper	Yes	Retained in Public Health Finance office/admin storage area
Office Correspondence of an Official Nature	College of Public Health	State-3 Federal-3	Permanent		Yes	No	No	Paper	No	File cabinet in Dean's office suite
<b>Notes:</b>										
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.										