

<b>Department of Radiation Oncology Kate Henderson 356-7138</b>									
DESCRIPTION	CUSTODIAN	RETENTION REQUIREMENTS (yrs.)			Is the Department copy ...			CURRENT RECORD FORMAT	DUPLICATED ELSEWHERE?
		LEGAL	ACTIVE	NON-ACTIVE	OFFICIAL?	CONFID.?	VITAL?		
		(CY: Current Yr)							
Backup documentation for cv's, deposits, purchases, receiving documents, etc.	Department of Radiation Oncology	CY + 3	CY + 3		Yes	No	No	Paper/PC	No
Budgets	College of Medicine	State - 3 Federal - 3	CY + 5		Yes	No	No	Paper/PC	Yes - Dept
Gift & Grant Awards (post-awards)	Grant Accounting	3 years after submitting final expenditure report	CY + 3 after award has expired		No	No	No	Paper	Yes - PI, Dept & Sponsored Programs
Inventory/Assets	Property Management Office	CY + 3	CY + 3		No	No	No	Paper & Electronic	Yes - Dept of Radiology
Maintenance Agreements	Purchasing	CY + 3	CY + 3		No	No	No	Paper	Yes - Dept
Payroll Files (includes Staff Benefits)	Human Resources	N/A	CY + 3		No	Yes	No	Paper	Yes - Dept
Policies and procedures for the Department	Department of Radiation Oncology	N/A	Current Version		Yes	No	No	Paper/PC	No
Pre-Award Applications (Sponsored Research)	Sponsored Programs	N/A	CY + 3		No	No	No	Paper/PC	Yes - PI, Dept & COM
Procurement Cart Information & Reports	Voucher Processing Team	CY + 3	CY + 3		No	Yes	No	Paper & Electronic	Yes - Dept
Promotion & Tenure (includes promotion record and dossier, Supplementary materials are optional)	College of Medicine	CY + 7 after employee terminates	CY + 7 after employee terminates		Yes	Yes	Yes	Paper	Yes - Dept
Purchase Orders	Purchasing	N/A	CY + 3		No	No	No	Paper, electronic & microfilm	Yes - Dept
Requisitions to a Dept. (requesting product/service)	Dept. providing product/service	CY + 3	CY + 3		No	No	No	Paper/PC	Yes - Dept
Requisitions from a Dept. (providing product/service)	Dept. providing product/service	CY + 3	CY + 3		Yes	No	No	Paper	Yes - Dept

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Requisitions (thru Purchasing)	Purchasing	CY + 5	CY + 3		No	No	No	Paper/PC	Yes
Search Materials (related to filling a vacancy)	Department of Radiation Oncology	CY + 3	CY + 3		Yes	Yes	No	Paper	Yes - College of Medicine has some
Student Records - Undergrad & Graduate	Department of Radiation Oncology	undergrad: CY + 5 Grad: CY + 10	Permanent		Yes	Yes	No	Paper	Yes - Registrar's Office has some
Statement of Account (SA1 & TDS)	Accounting Services	N/A	CY + 5		No	No	No	Paper & Microfiche	Yes - Dept
Travel Vouchers	Travel Office	N/A	CY + 3		No	No	No	Paper	Yes - Dept
Vouchers & Invoices (before 1/1/98)	A/P	N/A	CY + 3		No	No	No	Paper	Yes - Dept
Vouchers & Invoices <\$10,000 (after 1/1/98)	Department of Radiation Oncology	State - 3 Federal - 3	CY + 3		Yes	No	No	Paper	No
Vouchers & Invoices >\$10,000 (after 1/1/98)	A/P	N/A	CY + 3		No	No	No	Paper	Yes - Dept
Office Correspondence of an Official Nature	Department of Radiation Oncology	State - 3 Federal - 3	Pertinent info kept permanently		Yes	No	No	Paper	No
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.									

<b>SAFEGUARD</b>
<b>MEASURES</b>
<b>CURRENTLY</b>
<b>IN PLACE?</b>
Daily computer backups, file cabinet
Daily computer backup, locked file cabinet
file cabinet
file cabinet
file cabinet
locked file cabinet
file cabinet
Daily computer backups and file cabinet
file cabinet
locked file cabinet
file cabinet
file cabinet
file cabinet

<b>SAFEGUARD MEASURES CURRENTLY IN PLACE?</b>
Daily computer backups and file cabinet
locked file cabinet
locked file cabinet
file cabinet
file cabinet
file cabinet
file cabinet
file cabinet
Daily computer backups and file cabinet