

Records Retention Schedule Template

Nancy Harney 3-6992

Radiology

DESCRIPTION	CUSTODIAN	RETENTION REQUIREMENTS			OFFICIAL	CONFID	VITAL	CURRENT RECORD FORMAT	DUPLICATED ELSEWHERE?	SAFEGUARD MEASURES CURRENTLY IN PLACE?
		LEGAL	ACTIVE	NON-ACTIVE						
Financial Reports	Radiology Department		CY	3	Y	Y	Y	Paper	Yes	Locked cabinet
Personnel Files	Radiology Department		CY	10	Y	Y	Y	Paper	No	Locked cabinet
Resident Applications	Radiology Department	3 years		3 years	N	Y	N	Computer File and/or Paper	Yes	Locked cabinet
Resident Education Files	Radiology Department	Permanent	Permanent	Permanent	Y	Y	Y	Paper	No	Locked cabinet
Purchasing Documents	Radiology Department		CY	3	N	N	Y	Paper	Yes	Locked cabinet
Office Correspondence of an Official Nature										

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 units 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 memorized