

Records Retention Schedule Template										
	(Contacts: Lawrence Lockwood 5-0217; Gail Meade 5-0220)									
DESCRIPTION	CUSTODIAN	RETENTION REQUIREMENTS (yrs.)			OFFICIAL?	CONFID.?	VITAL?	CURRENT RECORD FORMAT	DUPLICATE/ELSEWHERE	SAFEGUARD MEASURES CURRENTLY IN PLACE?
		LEGAL	ACTIVE	NON-ACTIVE						
		(CY: Current Yr)								
All Payroll files (includes Staff Benefits)	Human Resources	NA	CY + 3		No	Yes	No	Electronic	Yes	Filed in Registrar's Office
Budgets	Registrar's Office	State - 3 Federal - 3	CY + 3		Yes	No	No	Electronic	No	Filed in Registrar's Office
Cash Deposit receipts and reconciliation	Registrar's Office	State - 3 Federal - 3	CY + 3		Yes	No	No	Paper	No	Filed in Registrar's Office
Change of Grade (electronic)	ITS	Unspecified	Permanent		Yes	Yes	Yes	Electronic	No	Backup by ITS
Change of Grade forms (paper)	See 'Student Records--cumulative folder' above									
Changes of Registration	Registrar's Office	NA	Current Session + 1		Yes	Yes	No	Paper &/or electronic	No	Filed in Registrar's Office
Daily Grade Change Printout from Osiris	Registrar's Office	NA	CY + 1		No	No	No	Paper	No	Filed in Registrar's Office
Data Request Forms	Registrar's Office	NA	Permanent		No	No	No	Paper &/or electronic	No	Filed in Registrar's Office
Data Warehouse and Online Student Record Access Requests	Registrar's Office	NA	Permanent		Yes	No	No	Electronic	No	Filed in Registrar's Office
Degree/Major audits/waivers	Registrar's Office	NA	Permanent		Yes	Yes	No	Paper &/or electronic	Possibly w/ major dept	Filed in Registrar's Office
Directory Information Restriction Form	Registrar's Office	NA	Permanent		Yes	Yes	No	Electronic	No	Filed in Registrar's Office
Fee Committee minutes/reports/requests	Registrar's Office	NA	Permanent		Yes	No	No	Electronic	No	Filed in Registrar's Office

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All Payroll files (includes Staff Benefits)	Human Resources	NA	CY + 3		No	Yes	No	Electronic	Yes	Filed in Registrar's Office
Grad Analysis ITS edits	ITS	NA	CY		No	Yes	No	Paper &/or electronic	Yes	Filed in Registrar's Office
Inventory/Assets	Property Management Office	State - 3 Federal - 3	CY + 3		No	No	No	Electronic	Yes	Filed in Registrar's Office
Maintenance agreements	Purchasing	State - 3 Federal - 3	Depends on equipment status		No	No	No	Paper and Electronic	Yes	Filed in Registrar's Office
Office Correspondence of an Official Nature	Registrar's Office	State - 3 Federal - 3	CY + 5		Yes	No	Yes	Paper and Electronic	Yes	Filed in Registrar's Office
Policies and procedures for the department	Registrar's Office	State - 3 Federal - 3	Permanent		Yes	No	No	Paper and Electronic	No	Filed in Registrar's Office
Procurement Card reports	Voucher Processing Team	CY + 3	CY + 3		No	Yes	No	Electronic	Yes	Filed in Registrar's Office
Purchase Orders	Purchasing	NA	CY + 3		No	No	No	Electronic	Yes	Filed in Registrar's Office
Requisitions (through Purchasing)	Purchasing	NA	CY + 3		No	No	No	Electronic	Yes	Filed in Registrar's Office
Requisitions to a Department (requesting product/service)	Department providing product/service	Until product/service is received	CY + 3		No	No	No	Paper	Yes	Filed in Registrar's Office
Search Materials (related to filling a vacancy)	Registrar's Office	CY + 3	CY + 3		Yes	Yes	No	Paper	No	Filed in Registrar's Office
Statement of Account (SOA)	Accounting Services	NA	CY + 5		No	No	No	Paper and Electronic	Yes	Filed in Registrar's Office

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		(CY: Current Yr)								
All Payroll files (includes Staff Benefits)	Human Resources	NA	CY + 3		No	Yes	No	Electronic	Yes	Filed in Registrar's Office
Student Record transcripts for higher educational schools in Iowa that have closed	Registrar's Office	Unspecified	Permanent		Yes	Yes	Yes	Paper & microfilm & electronic	Yes	Filed in Registrar's Office
Student Records--cumulative folder--graduate	Registrar's Office	Unspecified	10 years after last enrollment		Yes	Yes	Yes	Microfiche or Electronic	No	Filed in Registrar's Office
Student Records--cumulative folder--undergraduate	Registrar's Office	Unspecified	5 years after last enrollment		Yes	Yes	Yes	Microfiche or Electronic	No	Filed in Registrar's Office
Student Records--Transcripts (1847-1964)	Registrar's Office	Unspecified	Permanent		Yes	Yes	Yes	Paper & microfilm & electronic	Yes	Filed in Registrar's Office
Student Records--Transcripts (1964-current)	Registrar's Office	Unspecified	Permanent		Yes	Yes	Yes	Electronic	Yes	Filed in Registrar's Office
Transcript Requests	Registrar's Office	NA	CY + 1		Yes	Yes	No	Paper &/or electronic	No	Filed in Registrar's Office
Travel Vouchers	Travel	NA	CY + 3		No	No	No	Electronic	Yes	Filed in Registrar's Office
Veterans Certifications	Registrar's Office	NA	Permanent		Yes	Yes	No	Electronic	No	Filed in Registrar's Office
Vouchers & Invoices (before 1/1/98)	A/P	NA	CY + 3		No	No	No	Electronic	Yes	Filed in Registrar's Office
Vouchers & Invoices < \$10,000 (after 1/1/98)	Registrar's Office	State - 3 Federal - 3	CY + 3		Yes	No	No	Electronic	No	Filed in Registrar's Office
Vouchers & Invoices > \$10,000 (after 1/1/98)	A/P	NA	CY + 3		No	No	No	Electronic	Yes	Filed in Registrar's Office

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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 the UI, which is usually, but not always, the original. Convenience copies are not official records.										
4) A "Confidential Report" 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.										