

Records Retention Schedule: RELIGIOUS STUDIES											
			Maureen Walterhouse 5-3715								
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)									
ACCOUNTING RECORDS											
Budget Reports	Religion		CY + 1	2	no	no	yes	paper, network server	yes	filing cabinets, locked closet	
Budget receipts	Religion		CY + 1	2	yes	no	yes	paper	no	filing cabinets, locked closet	
Procurement Card receipts	Religion		CY + 1	2	no	no	no	paper, network server	yes	filing cabinets, locked closet	
Inventory/Assets	Religion		CY+3	10	no	no	no	paper	yes	locked filing cabinet	
Foundation statements and transfer documents	Religion		CY+3	10	no	no	yes	paper, network server	yes	filing cabinets, locked closet	
Payroll files	Religion		CY+1	10	no	yes	no	paper	yes	filing cabinets, locked closet	
DEPARTMENT RELATED FILES											
Office Correspondence of an Official Nature	Religion		Indefinitely	permanent	yes	no	no	paper, network server	no	filing cabinets, locked closet	
Faculty Meeting Minutes	Religion		CY+2	permanent	yes	no	no	paper, network server	no	Filing cabinets	
Department Self-study & Reviews	Religion		Indefinitely	permanent	yes	no	yes	paper	yes	Filing cabinets	
Course offerings/schedules	Religion		CY+2	permanent	no	no	no	paper, network server	yes	Filing cabinets	
Faculty CV's	Religion		Current Version	permanent	yes	no	yes	paper, network server	no	Filing cabinets	
PERSONNEL FILES											
Faculty recruitment files	Religion		CY	1	yes	yes	no	paper/network server	no	locked filing cabinet	
Current Faculty Personnel files	Religion		Duration of Employment	permanent	yes	yes	yes	paper	no	locked filing cabinet, DEO office	
Emeritus Faculty Files	Religion			permanent	yes	yes	no	paper	some yes	locked closet	
Past faculty personnel files	Religion			10	yes	yes	no	paper	no	Locked closet	

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		LEGAL	ACTIVE	NON-ACTIVE						
(CY: Current Yr)										
Current Faculty P&T files	Religion		Duration of Employment	permanent	yes	yes	yes	paper	yes	locked filing cabinet, DEO office
Current staff personnel files	Religion		Duration of Employment		yes	yes	yes	paper	no	locked filing cabinet
Past staff personnel files	Religion			10	yes	yes	no	paper	no	filing cabinet, locked closet
Current Graduate Student employment file	Religion		Duration of Employment	10	yes	yes	no	paper, network server	some yes	filing cabinet, Admin. Asst. office
Past Graduate Student employment files	Religion			10	yes	yes	no	paper	no	filing cabinet, locked closet
Current Graduate student academic files	Religion		While in the Dept	5	yes	yes	no	paper, network server	some yes	locked filing cabinets
Current Undergraduate student academic files	Religion		While in the Dept.	2	no	yes	no	paper, network server	some yes	locked filing cabinets
Past graduate and undergraduate student Admission files-graduate applicants	Religion			5	no	yes	no	paper	yes	filing cabinets, locked closet
	Religion		CY+2	1	yes	yes	no	paper	yes	filing cabinet
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.										