

Records Retention Schedule Template

DESCRIPTION	CUSTODIAN	Research Services Adm, Human Subjects, Central Research Fac.					Sara Tallman		& Trish Wasek	
		RETENTION REQUIREMENTS (yrs.)			OFFICIAL?	CONFID.?	VITAL?	CURRENT RECORD	DUPLICATED ELSEWHERE?	SAFEGUARD MEASURES CURRENTLY IN PLACE?
		LEGAL	ACTIVE	NON-ACTIVE				FORMAT		
		(CY: Current Yr)								
Personnel Files	HR		2 Yrs		Yes	Yes	Yes	Paper	Human Resources	
Statement of Accounts	Accounting Services		2 Yrs		No	No	No	Paper	Business Office	
Procurement Card Statements	Accounts Payable		2 Yrs		No	No	No	Paper	A/P	
Conflict of Interest Files	Research Services		Permanent		Yes	Yes	Yes	Paper	DSP	
A/R, Gilling, statements	CRFs		Permanent		Yes	No	Yes	Computer & Paper	No	
Human Subject Files	HSO		Permanent		Yes	Yes	Yes	Paper, CD	Yes	
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 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.										