

**SUMMARY RETENTION SCHEDULE FOR COMMON UNIVERSITY-WIDE RECORDS
DEPARTMENT OF RESIDENCE SERVICES**

Margaret Van Oel 5-3000

DESCRIPTION	SUGGESTED DEPT. RETENTION (Active Records)	OFFICIAL?	IS THE DEPT. COPY CONFIDENTIAL?	VITAL?	CUSTODIAN	HOW LONG RETAINED BY CUSTODIAN?
General University Forms						
Address cards, apartment date cards	Indefinitely	No	Yes	No	Unit Manager	Indefinitely
Bank deposit slips	3 years	Yes	No	No	Business Manager/ Unit Manager	3 years
Billing records	10 years	Yes	Yes	No	Business Manager/ Unit Manager	10 years
Cashiers reports, cash register tapes, undeposited cash reports	3 years	Yes	No	No	Business Manager/ Unit Manager	3 years
Charge slips	10 years	Yes	Yes	No	Business Manager/ Unit Manager	10 years
Conference register cards	5 years	Yes	No	No	Unit Manager	5 years
Correspondence	4 years	Yes	Yes	Yes	Appropriate Office	4 years
Equipment transfer forms	5 years	Yes	No	No	Business Manager	5 years
General stores requisitions	3 years	No	No	No	Unit Manager	3 years
Housing applications, contracts & acceptances	10 years	Yes	Yes	No	Unit Manager	10 years
Housing leases (University Apartments)	10 years	Yes	Yes	No	Unit Manager	10 years
Inventory & accounts payable report	2 years	Yes	No	No	Business Manager	2 years
Inventory control sheets	2 years	Yes	No	No	Business Manager	2 years
Iowa-Illinois electric/gas bills	2 years	Yes	No	No	Business Manager	2 years
Key cards	10 years	Yes	Yes	No	Unit Manager	10 years
Manager's monthly reconciliation of food costs	2 years	Yes	No	No	Unit Manager	2 years
Meal count sheets	2 years	Yes	No	No	Unit Manager	2 years
Operating statements	5 years	Yes	No	No	Business Manager/ Unit Manager	5 years
Paid vouchers	3 years	Yes	No	No	Business Manager/ Unit Manager	3 years
Procurement card bills	3 years	Yes	No	No	Business Manager/ Unit Manager	3 years
Requisitions attached to voucher after being paid	3 years	Yes	No	No	Business Manager/ Unit Manager	3 years
Requisitions for FSG major projects	Indefinitely	Yes	No	No	Business Manager	Indefinitely
Requisitions for inter-department purchases	2 years	Yes	No	No	Business Manager	2 years
Speed-o-sets	10 years	Yes	Yes	No	Unit Manager	10 years
Statements of account	5 years	Yes	No	No	Business Manager/ Unit Manager	5 years

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General University Forms (cont'd)						
Storeroom records, daily storeroom requisitions & transfers	3 years	Yes	No	No	Unit Manager	3 years
Student discipline files	1 year	Yes	Yes	No	Director/ Unit Manager	1 year
Student discipline spreadsheet	4 years	Yes	Yes	No	Assistant Director	4 years
Travel	5 years	Yes	Yes	No	Director	5 years
Vouchers (equipment—700 fund)	Indefinitely	Yes	No	No	Business Manager	Indefinitely
Vouchers, LSOs & requisitions (general supplies & services)	2 years	Yes	No	No	Unit Manager	2 years
Vouchers, requisitions, & delivery receipts of equipment	Indefinitely	Yes	No	No	Unit Manager	Indefinitely
Personnel Files						
Absence reports	2 years	Yes	Yes	No	Director/ Unit Manager	2 years
Accident reports	5 years	Yes	Yes	No	Business Manager/ Unit Manager	5 years
Employee vacation & sick reports	5 years	Yes	Yes	No	Director/ Unit Manager	5 years
Monthly employee time record, full & part-time	5 years	Yes	Yes	No	Director/ Unit Manager	5 years
Monthly/weekly payroll reports	5 years	Yes	Yes	No	Business Manager/ Unit Manager	5 years
Payroll listings	5 years	Yes	Yes	No	Business Manager/ Unit Manager	5 years
Monthly sick leave & vacation reports	5 years	Yes	Yes	No	Business Manager/ Unit Manager	5 years
Custodial supervisors attendance record book	5 years	Yes	Yes	No	Unit Manager	5 years
Employee personnel files, full-time & student (application, appointment, merit raises, leave of absence, termination, etc.)	5 years	Yes	Yes	No	Director/ Unit Manager	5 years
Time cards	5 years	Yes	Yes	No	Unit Manager	5 years