

Rhetoric Department Records Retention Schedule										
		(Contact Person: Doug Trank 5-3786								
DESCRIPTION	CUSTODIAN	RETENTION REQUIREMENTS (yr)			OFFICIAL	CONFID.?	VITAL?	CURRENT RECORD FORMAT	DUPLICATED ELSEWHERE?	SAFEGUARD MEASURES CURRENTLY IN PLACE?
		LEGAL	ACTIVE	NON-ACTIVE						
		(CY: Current Yr)								
Personnel Files										
Faculty offer letters and related documentation	Admin. Asst		3 yrs after leaving University		yes	yes	yes	paper	yes	none
Probationary reviews	Admin. Asst		Until P&T decision is complete		no	yes	no	paper	yes	none
P&T files for current faculty external evaluators letters, student evaluation summaries)	Admin. Asst		Indefinitely		yes	yes	yes	paper	no	none
P&T files for faculty who left the UI	Admin. Asst		7 yrs after departure		yes	yes	yes	paper	no	none
Peer reviews	Admin. Asst		The two most recent		yes	yes	yes	paper	no	none
Faculty CV's	Admin. Asst		Current version		yes	no	no	paper/PC	yes	none
Performance appraisals for merit and P&S staff	Admin. Asst		The two most recent		yes	yes	no	paper	no	none
Immigration documentation			Indefinitely		no	yes	no	paper	yes	none
Faculty searches	Cindi Stevens		CY + 3		yes	yes	yes	paper/PC	no	LAN
P & T procedural guidelines	Admin. Asst		CY + 3		yes	no	yes	paper/PC/web site	yes	PC backup/website
Adjunct faculty files	Admin. Asst		Two most recent appointments		no	no	no	paper	yes	none
Reports on faculty extramural activities	Cindi Stevens		CY + 3		yes	no	no	paper	no	none
Staff payroll records	Admin. Asst		CY + 3		no	yes	no	paper	yes	none
Staff employment records	Admin. Asst		CY + 3		no	yes	no	paper	yes	none
MISCELLANEOUS										

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		RETENTION REQUIREMENTS (yr)	LEGAL	ACTIVE						
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Strategic plans (CLA & Rhet Dept)	Admin. Asst		Two most recent		yes	no	yes	paper/PC/web	yes	none/PC backup/web
Rhet general expense budget	Kris Bevelacqua		CY + 3		no	no	yes	paper/PC	yes	none
travel	Cindi Stevens		CY + 3		yes		no	paper/PC	yes	none/PC backup
Staff search files	Admin. Asst		CY + 3		yes	yes	no	paper/PC	no	none/PC backup
Other "project" files	Admin. Asst		CY + 3		yes	yes	yes	paper/PC	no	none/PC backup
Faculty Meeting Minutes	Admin. Asst		Indefinitely		yes	no	no	paper/PC	no	none/PC backup
Executive Committee Ballots	Admin. Asst		CY+1		yes	no	no	paper/PC	no	none/PC backup
Foundation account records	Kris Bevelacqua		CY + 3		no	yes	no	paper/PC	yes	none/PC backup
TA Budget	Admin. Asst		CY + 3		yes	no	yes	paper/PC	yes	none/PC backup/central file backup
Departmental recurring salary budget files	Admin. Asst		CY + 3		no	no	yes	paper/PC	yes	none
Departmental review files	Admin. Asst		Most recent review		yes	no	yes	paper/PC	no	none/PC backup
P & T procedures files	Admin. Asst		CY		yes	no	yes	on line/website/P	no	none/PC backup
Space inventory	Kris Bevelacqua		CY + 3		no	no	no	paper/PC	yes, but not current	none/PC backup
Equipment inventory	Cindi Stevens		CY + 3		no	no	no	paper	yes	none
Course Approvals/descriptor	Admin. Asst		Indefinitely		no/yes	no	yes	paper	yes	none
Enrollment Data Reports	Admin. Asst		Indefinitely		no	no	yes	paper/PC	yes	none/LAN
Operation Manuals for the Rhetoric Department	Admin. Asst		Indefinitely		yes	no	yes	paper/PC	some	LAN
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.										

