

## Records Retention Schedule Template

**Sociology Mary Smith 5-2502**

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)								
<b>Department Related Files</b>										
Department Self-study and Review Reports	sociology		indefinite		yes	no	yes	paper	no	file cabinet
Faculty meeting agendas and minutes	sociology		indefinite		yes	no	yes	paper	no	cupboard
Office correspondence of an official nature	sociology		indefinite		yes	yes	yes	paper	no	file cabinet
Department By-laws	sociology		indefinite		yes	no	yes	paper	no	file cabinet
Strategic Plan	sociology		indefinite		yes	no	yes	paper	yes	file cabinet
Space/equipment inventory	sociology		indefinite		yes	no	no	paper	yes	file cabinet
Course offerings/schedules	sociology		indefinite		no	no	no	paper	yes	file cabinet
Final class lists	sociology		indefinite		no	yes	no	paper	yes	file cabinet
Office correspondence of an official nature	sociology		CY+3		yes	yes/no	yes/no	paper	yes/no	file cabinet
Faculty CV's	sociology		Current version		yes	no	yes	paper/disk	yes	book shelf
<b>Personnel Files</b>										
Faculty recruitment files	sociology		CY+4		yes	yes	no	paper	no	locked room
Current Faculty Personnel files	sociology		while in dept		yes	yes	yes	paper	no	locked cabinet
Past faculty personnel files	sociology			20 yrs+	yes	yes	no	paper	no	locked room
Current/past faculty P&T files	sociology		indefinitely		yes	yes	no	paper	yes	locked room
Current staff personnel files	sociology		while in dept		yes	yes	yes	paper	no	locked file cabinet
Past staff personnel files	sociology			20 yrs+	yes	yes	no	paper	no	locked file cabinet

Effective Date: ?

6/29/01

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Current Grad Student personnel files	sociology		while in dept		yes	yes	no	paper	no	locked file cabinet
Past Grad Student personnel files	sociology			20 yrs+	yes	yes	no	paper	no	locked room
Current Undergraduate academic files	sociology		while in dept		yes	yes	no	paper	no	locked file cabinet
Past Undergraduate academic files	sociology		CY+2		no	yes	no	paper	no	locked room
Current/past reference letters for faculty	sociology			20 yrs+	yes	yes	no	paper	no	locked room
Admissions files-graduate applicants	sociology		CY+2		yes	yes	no	paper	yes	file cabinet
<b>Accounting Records</b>										
Budget/Financial reports	sociology		CY+3	since 1980	no	no	yes	paper	yes	file cabinet
Gift and Grant Awards	sociology		CY+ 2 yrs after award expires	since 1980	no	no	yes	paper	yes	file cabinet
Foundation account summaries	sociology		CY+ 2 yrs after award expires		no	yes	no	online/paper	yes	file cabinet
Backup documentation for cv's, deposits, PO's, reqs,	sociology		CY+3 yrs		no	no	yes	paper	yes	file cabinet
Statements of Accounts	sociology		CY+3 yrs	since 1980	no	no	yes	paper	yes	cupboard
Payroll files	sociology		CY+3 yrs	since 1980	no	yes	no	paper	yes	file cabinet
Procurement card files	sociology		CY+2 yrs		yes	no	no	paper	no	file 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.										

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(CY: Current Yr)										
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.										