

**SPANISH AND PORTUGUESE RECORDS RETENTION SCHEDULE**

Contact Person: Jeanne Mullen: 335-2245

**RETENTION REQUIREMENTS (YR)**

(CY = Current Year)

<b>DESCRIPTION</b>	<b>CUSTODIAN</b>	<b>LEGAL</b>	<b>ACTIVE</b>	<b>NON-ACTIVE</b>	<b>OFFICIAL</b>	<b>CONFI-DENTIAL</b>	<b>VITAL</b>	<b>CURRENT RECORD FORMAT</b>	<b>DUPLICATED ELSEWHERE</b>	<b>SAFEGUARD MEASURES CURRENTLY IN PLACE</b>
<b>Department-Related Files</b>										
Department self-study and review reports	Dept (Onnen)		two most recent		yes	no	yes	paper	yes	locked file cabinet
Faculty meeting agendas and minutes	Dept (Onnen)		CY + 7		yes	yes/no	yes	paper	no	locked file cabinet
Office correspondence of an official nature	Dept (Onnen)		CY + 7		yes	yes/no	yes/no	paper	no	locked file cabinet
Department by-laws	Dept (Onnen)		CY		yes	no	yes	paper	yes	locked file cabinet
Strategic plan	Dept (Onnen)		two most recent		yes	no	yes	paper	yes	locked file cabinet
Space inventory	Dept (Onnen)		CY + 3		no	no	no	paper	yes	locked file cabinet
Surveys/reports/questionnaires	Dept (Mullen)		7 years		yes/no	no	yes	paper/PC	yes	locked file cabinet
Course offerings/schedules	Dept (Onnen)		CY + 7		no	no	yes	paper	yes	locked file cabinet
Mid-term and final class lists	Dept (Colson)		7 years		no	yes	no	paper	yes	locked file cabinet
Faculty CVs	Dept (Onnen)		current version		yes	yes	yes	paper	yes	locked file cabinet
Equipment inventory	Dept (Onnen)		CY + 3		no	no	yes	paper/diskette	no	locked office
Equipment requests	Dept (Onnen)		CY + 3		yes	no	no	paper	no	locked file cabinet

**SPANISH AND PORTUGUESE RECORDS RETENTION SCHEDULE**

Contact Person: Jeanne Mullen: 335-2245

**RETENTION REQUIREMENTS (YR)**

(CY = Current Year)

<b>DESCRIPTION</b>	<b>CUSTODIAN</b>	<b>LEGAL</b>	<b>ACTIVE</b>	<b>NON-ACTIVE</b>	<b>OFFICIAL</b>	<b>CONFI-DENTIAL</b>	<b>VITAL</b>	<b>CURRENT RECORD FORMAT</b>	<b>DUPLICATED ELSEWHERE</b>	<b>SAFEGUARD MEASURES CURRENTLY IN PLACE</b>
<b><u>Personnel Files</u></b>										
Faculty/staff recruitment files	Dept (Onnen)		CY + 3		yes	yes	no	paper	no	locked room
Faculty/staff personnel files	Dept (Onnen)		CY + 3 yrs after departure		yes	yes	yes	paper	no	locked file cabinet
Former faculty personnel files	Dept (Onnen)		7 yrs after departure		yes	yes	yes	paper	no	locked file cabinet
Faculty promotion & tenure files	Dept (Onnen)		CY + 7 yrs after departure		yes	yes	yes	paper	yes	locked file cabinet
Graduate student/teaching assistant academic and personnel files	Dept (Mullen)		CY + 7 yrs after graduation		yes	yes	no	paper	no	locked file cabinet
Current/former teaching assistant teaching evaluations	Dept (Parks)		CY+2		no	yes	yes	paper	no	locked file cabinet
Undergraduate academic files	UAC/Dept (Faculty Advisor)		CY + 7 yrs after graduation		yes	yes	no	paper	no	advisor's locked office
Admissions files-graduate applicants	Dept (Mullen)		CY + 3		yes	yes	yes	paper	yes	locked file cabinet
Undergraduate records/correspondence	Dept (Mullen)		CY + 7 yrs after graduation		yes/no	yes/no	yes	paper/PC	yes	locked office

**SPANISH AND PORTUGUESE RECORDS RETENTION SCHEDULE**

Contact Person: Jeanne Mullen: 335-2245

**RETENTION REQUIREMENTS (YR)**

(CY = Current Year)

<b>DESCRIPTION</b>	<b>CUSTODIAN</b>	<b>LEGAL</b>	<b>ACTIVE</b>	<b>NON-ACTIVE</b>	<b>OFFICIAL</b>	<b>CONFI-DENTIAL</b>	<b>VITAL</b>	<b>CURRENT RECORD FORMAT</b>	<b>DUPLICATED ELSEWHERE</b>	<b>SAFEGUARD MEASURES CURRENTLY IN PLACE</b>
Files pertaining to graduate/undergraduate info	Dept (Mullen)		indefinitely		yes	no	yes	paper	yes	locked file cabinet
ACE forms	Dept (Colson)		CY + 7		yes/no	yes/no	yes	paper/PC	no	locked office
HRIS appointment forms	Dept (Mullen & Onnen)		CY + 5		no	yes	yes	paper/PC	yes	locked file cabinet/office
<b><u>Accounting Records</u></b>										
Budget/Financial reports	Dept (Onnen)		CY + 5		no/yes	no	yes	paper	yes	locked office
Backup documentation for cv's, deposits, PO's, reqs, etc.	Dept (Onnen)		CY + 5		yes	no	yes	paper	yes	locked office
Statements of accounts	Dept (Onnen)		CY + 5		no	no	yes	paper	yes	locked office
Payroll files	Dept (Onnen)		CY + 5		no	yes	no	paper/web	yes	locked file cabinet/password
Travel vouchers	Dept (Onnen)		CY + 5		no	no	yes	paper	yes	locked office