

### Records Retention Schedule Template

| Records Retention Schedule Template   |                    |                              |           |          |        |  |                       |  |  |  |
|---------------------------------------|--------------------|------------------------------|-----------|----------|--------|--|-----------------------|--|--|--|
| <b>Speech Path &amp; Audiology</b>    | Kathy Rebal 5-8720 |                              |           |          |        |  |                       |  |  |  |
| DESCRIPTION                           | CUSTODIAN          | Retention                    | OFFICIAL? | CONFID.? | VITAL? | CURRENT RECORD FORMAT                    | DUPLICATED ELSEWHERE? | SAFEGUARD MEASURES CURRENTLY IN PLACE? |  |  |
| Clinic Client Files                   | Miller             | Indefinitely                 | Yes       | Yes      | Yes    | Paper<br>old/microfilm                   | No<br>files           | Files kept in locked                   |  |  |
| Research Client Files                 | PI's               | 7 years                      | Yes       | Yes      | Yes    | Paper                                    | No                    | Locked Files                           |  |  |
| Financial Client Files                | Miller             | Indefinitely                 | Yes       | Yes      | Yes    | Current on<br>Data File<br><br>Old/paper | No                    | Locked Files                           |  |  |
| All Dept Financial Records/Statements | Rebal              | 5 Years                      | Yes       | No       | Yes    | Paper                                    | yes                   | Unlocked Files                         |  |  |
| Foundation Financial Reports          | Rebal              | 5 Years                      | Yes       | No       | Yes    | Paper/<br>Computer                       | yes                   | Unlocked Files                         |  |  |
| Grant Applications/Awards/Statements  | Rebal              | CY+5 Years                   | Yes       | No       | Yes    | Paper                                    | yes                   | Unlocked Files                         |  |  |
| Student Files                         | Hurtig             | Indefinitely                 | Yes       | Yes      | Yes    | Paper                                    | No                    | Locked Files                           |  |  |
| Class Lists/Records                   | Yotty              | 7 Years                      | Yes       | No       | Yes    | Paper                                    | Yes                   | Locked Files                           |  |  |
| Faculty Personnel Files               | Hurtig             | Indefinitely                 | Yes       | Yes      | Yes    | Paper                                    | No                    | Locked Files                           |  |  |
| Staff Personnel Files                 | Rebal              | Until Terminated +<br>2 yrs. | Yes       | Yes      | Yes    | Paper                                    | No                    | Locked Files                           |  |  |
| Dept Course Schedules                 | Rebal              | Indefinitely                 | Yes       | No       | No     | Paper                                    | Yes                   | Unlocked file                          |  |  |
| Vacation/Sick Leave Reports           | Yotty              | 1 year                       | Yes       | Yes      | Yes    | Paper                                    | Yes                   | Locked file                            |  |  |
| Student BiWeekly Time Sheets          | Yotty              | 3 Years                      | Yes       | Yes      | Yes    | Paper                                    | YEs                   | Locked file                            |  |  |

Effective Date: ?

4/30/01

## Records Retention Schedule Template

|   |                  |                  |                  |                 |               |                              |                              |   |  |
|---|------------------|------------------|------------------|-----------------|---------------|------------------------------|------------------------------|---|--|
| <b>Speech Path &amp; Audiology</b>  |                  |                  |                  |                 |               |                              |                              |   |  |
| Kathy Rebal 5-8720  |                  |                  |                  |                 |               |                              |                              |   |  |
| <b>DESCRIPTION</b>  | <b>CUSTODIAN</b> | <b>Retention</b> | <b>OFFICIAL?</b> | <b>CONFID.?</b> | <b>VITAL?</b> | <b>CURRENT RECORD FORMAT</b> | <b>DUPLICATED ELSEWHERE?</b> | <b>SAFEGUARD MEASURES CURRENTLY IN PLACE?</b> |  |
| Official Correspondence   | Yotty            | 7 Years          | Yes              | Yes             | Yes           | Paper                        | Yes                          | Locked file                                   |  |
| Surveys/Reports   | Yotty            | Indefinitely     | Yes              | No              | Yes           | Paper                        | Yes                          | Locked file                                   |  |
|   |                  |                  |                  |                 |               |                              |                              |   |  |
|   |                  |                  |                  |                 |               |                              |                              |   |  |
|   |                  |                  |                  |                 |               |                              |                              |   |  |
| 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.<br>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.<br>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. |                  |                  |                  |                 |               |                              |                              |   |  |
|   |                  |                  |                  |                 |               |                              |                              |   |  |