Sponsored Programs Records Retention Schedule											
(Contact person: Twila Reighley 5-2123)											
DESCRIPTION	CUSTODIAN				OFFICIAL?	CONFID.?	VITAL?	CURRENT	DUPLICATED	SAFEGUARD	
		LEGAL	ACTIVE	NON				RECORD	ELSEWHERE?	MEASURES	
				ACTIVE				FORMAT		CURRENTLY	
			CY: Current Yr)						IN PLACE?	
						,		_	,		
Backup documentation for cv's, deposits, purchases, receiving documents, etc.)	Sponsored Programs	CY + 3	CY + 5		Yes	No	No	Paper/PC	No	Secured file room	
Budgets	Sponsored Programs	State-3 Federal-3	CY + 5		Yes	No	No	Paper/PC	Budget Office	Secured file room	
Confidential Disclosure Agreements	Sponsored Programs	Life of the agreement plus 2 years	Permanent		Yes	Yes	No	Paper, PC, Web	Agency	Secured file room	
11510011101110	1106141113	years	1 Crimanent		103	103	110	1 apc1, 1 C, 11 CU	11gone y	Secured file footii	
Grant & Contract Files & Records (pre-award)	Sponsored Programs	State-3 Federal-3	5 yrs past the end date		Yes	No	No	Paper, PC, Web	PI, Grant Acct.	Secured file room; computer files backed up nightly.	
Material Transfer agreements (incoming)	Sponsored Programs	Life of the agreement plus 2 years	Permanent		Yes	Yes	No	Paper/PC	Agency	Secured file room	
, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	Tograms	years	1 crimariciit		103	103	110	т арсі/т С	rigency	Secured the room	
All Payroll files (includes Staff Benefits)	Human Resources	NA	CY + 5		No	Yes	No	Paper/PC	Payroll	Secured file room	
Procurement Card Information & Reports	Voucher Processing Team	CY + 3	CY + 5		No	No	No	Paper/PC	VPT	Secured file room	
Purchase Orders	Purchasing	NA Until	CY + 5		No	No	No	Paper/PC	Purchasing	Secured file room	
Requisitions to a Dept. (requesting product/service)	Dept. providing product/service	product/service is received	CY + 5		No	No	No	Paper/PC	Dept. providing product/service	Secured file room	
Requisitions (thru Purchasing)	Purchasing	NA	CY + 5		No	No	No	Paper/PC	Purchasing	Secured file room	
Search Materials (related to filling a vacancy)	Sponsored Programs	CY + 3	CY + 5		Yes	Yes	No	Paper/PC	Affirm Action has some	Secured file room	
Statement of Account (SOA)	Accounting Services	NA	CY + 5		No	No	No	Paper/PC	Accounting Services	Secured file room	
Teaming, Master agreements	Sponsored Programs	Life of the agreement plus 2 years	5 yrs past the end date		Yes	No	No	Paper, PC	Agency	Secured file room	
Travel Vouchers	Travel	NA	CY + 5		No	No	No	Paper/PC	Travel	Secured file room	

Effective Date: 12-9-99

Sponsored Programs Records Retention Schedule										
			(Contact person: 7	Twila Reig	hley 5-21	23)				
DESCRIPTION	CUSTODIAN	<u> </u>			CONFID.? VITAL?		CURRENT	DUPLICATED	SAFEGUARD	
		LEGAL	ACTIVE NON				RECORD	ELSEWHERE?	MEASURES	
			ACTIVE	;			FORMAT		CURRENTLY	
		((CY: Current Yr)						IN PLACE?	
Vouchers & Invoices (before										
1/1/98)	A/P	NA	CY + 5	No	No	No	Paper/PC	A/P	Secured file room	
Vouchers & Invoices	Sponsored									
< \$10,000 (after 1/1/98)	Programs	State-3 Federal-3	CY + 5	Yes	No	No	Paper/PC	No	Secured file room	
Vouchers & Invoices							•			
> \$10,000 (after 1/1/98)	A/P	NA	CY + 5	No	No	No	Paper/PC	A/P	Secured file room	
OST C 1 S	G 1		D C C							
Office Correspondence of an Official Nature	Sponsored	State-3 Federal-3	Pertinent info.	Yes	No	No	Doman DC	No	Secured file room	
Official Nature	Programs	State-3 Federal-3	kept permanently	res	NO	No	Paper, PC	No	Secured file room	
NOTES:										
All records are not confidential e	xcept for those pertai	ning to human subject	ets.							
1) The retention period for conve										
2) The custodian has official resp										
3) An "Official Record" is the sir		document maintaine	d on file by an administrative un	it of FUS which i	s usually, but n	ot always, the	original.			
Convenience copies are not		1 12 1 3		6.1 . 1						
A "Confidential Record" is un Medical, student and personne			rwise ordered by court, by the la	wrui custodian or	by another pers	son duly author	nzed.			
5) A "Vital Record" is one which			a daing business or to preserve the	as rights of the u	it its amplayas	as and the sone	rol public			
6) "Office Correspondence of an										
of the department and that			ures, reports (internal of external	i), etc. that are us	ca in the admin	istration and in	anagement			

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