

## Staff Benefits Records Retention Schedule

**(Contact person: Richard Saunders: 5-2673)**

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)								
Life/Health Insurance	Staff Benefits		Permanent		Yes	Yes	Yes	Microfilm	Yes	Duplicate copy of microfilm is w/ Crest
Retirement	Staff Benefits		Permanent		Yes	Yes	Yes	Microfilm	Yes	Duplicate copy of microfilm is w/ Crest
Spending Accounts	Staff Benefits		Permanent		Yes	Yes	Yes	Microfilm	Yes	Duplicate copy of microfilm is w/ Crest
Vacation/Sick/Catastrophic Leave	Staff Benefits		Permanent		Yes	Yes	Yes	Microfilm	Yes	Duplicate copy of microfilm is w/ Crest
Disability	Staff Benefits		Permanent		Yes	Yes	Yes	Paper	Yes	Duplicate copy with insurance carrier
Worker's Comp	Staff Benefits		Permanent		Yes	Yes	Yes	Paper	Yes	Duplicate copy with State of Iowa
Vendor reconciliations	Staff Benefits		CY + 1		Yes	Yes	Yes	Paper	No	
Office Correspondence of an Official Nature	Student Loan Acct.	State-3 Federal-3	Permanent		Yes	No				
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.										
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										