

Records Retention Schedule Template

Office of the State Archaeologist Burials Program Bill Green 4-0725										
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)										
Original data forms on osteological material	Osteology Lab	Archival	Active not Archived yet	2	yes	yes	yes	paper/electronic	Documents Collection	Locked lab
Cemetery burial records	Osteology Lab	yes	Active not Archived yet	2	yes	yes	yes	paper/electronic		Locked lab
Master list of burial projects	Docments Collection	Archival	Active not Archived yet	2	yes	yes	yes	paper/electronic	Osteology Lab	Buffered storage
Tribal consultation notes	Osteology Lab	yes	Active not Archived yet	2	yes	yes	yes	paper	Osteology Lab	
Archival research on keyes Collection	Osteology Lab	Archival	Active not Archived yet	2	no	no	no	paper	Osteology Lab	
Burials Program Correspondence	Osteology Lab	Archival	CY	Cy + 1	yes	no	yes	paper/electronic	no	
Final reports on burials projects and associated correspondence	Docments Collection	Archival	Active not Archived yet	2	yes	no	yes	paper/electronic	reports-yes other documentation	Buffered storage
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. 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 of the department and that should be memorialized.										