

Records Retention Schedule Template

Office of the State Archaeologist Collections 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)
Documentation supporting curated collections	Collections	Some (curation agreements)	Active, not archived yet	2	yes	no	yes	paper	no	
OSA curation guidelines	Collections	Archival	yes	2	yes	no	yes	paper	yes	
Catalog sheets	Collections	Archival	no	2	yes	no	yes	paper, electronic	yes, originals in baxement	
Collection loan records	Collections	Archival	yes, while collection still on loan	2	yes	no	yes	paper, electronic	no	
Collection donation records	Collections	Some (curation	no	2	yes	no	yes	paper, electronic	no	
Lab procedures manual	Collections	Archival	yes	2	yes	no	yes	paper	yes	
Keyes notes, correspondence, photos	Collections	Archival	no	2	no	no	no	paper, microfilm	some	locked respository
Keyes catalog	Documents Collection	Archival	no	2	no	no	no	paper	no	
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.										