

Records Retention Schedule Template

Office of the State Archaeologist Highway Archaeology Files 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)										
Project administrative	HAP office	yes	CY	2	yes	no	yes	paper	no	
Project Administrative documents	HAP file cabinets in Documents Collection	yes	CY+9	2	yes	no	yes	paper	no	
Project administrative documents	Documents collection	Archival	older than 10 years	2	yes	no	yes	paper	no	Buffered storage
HAP general correspondence	Documents collection	archival	no	2	yes	no	yes	paper	DOT office	Buffered storage
Final Project Completion reports	Documents collection	Archival	no	2	yes	no	yes	paper	DOT office	Buffered storage
Research materials from projects	Individual project archaeologists	no	no	2	yes	no	yes	paper/electronic	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.									