

Records Retention Schedule Template

Office of the State Archaeologist Maps and Miscellaneous Oversize Records 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)										
7 1/2 minute quads-user copy	Documents Collection	no	yes	2	no	no	yes	paper	yes	
7 1/2 minute quads-sites copy	Site records	yes	yes	2	yes	yes	yes	paper/electronic	yes	User sign in
Highway maps	Documents Collection	no	yes	2	no	no	yes	paper	yes	no
Original site maps	Documents Collection	Archival	yes	2	yes	no	yes	paper	some in publications	buffered map cases
Presentation resources	Documents Collection	Archival	yes	2	no	no	yes	paper	some with individual staff	
Oversize office publications originals	Documents Collection	Archival	no	2	yes	no	yes	paper	yes, in publications	
Artwork, for OSA projects	Documents Collection	Archival	no	2	yes	no	yes	paper	yes, in publications, some scanned	
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.										