

Records Retention Schedule Template

Office of the State Archaeologist Photo Archives 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)										
Site Specific photos	Documents Collection	Archival	no	2	yes	no	yes	slides, prints, negatives	no	Buffered storage
User copies of keyes photos	Documents Collection	Archival	no	2	no	no	yes	slides, prints	yes, OSA respository	Buffered storage
P.A.S.T. user copies	Documents Collection	Archival	no	2	no	no	yes	slides	yes	Buffered storage
Iowa Hall artifact photos	Documents Collection	Archival	no	2	no	no	no	slides	yes	Buffered storage
Office publication original photos	Documents Collection	Archival	no	2	yes	no	yes	prints, negatives	yes, in publication	Buffered storage
Photos of misc. historical significance	Documents Collection	Archival	no	2	no	no	no	slides, prints, negatives	some with original donor	Buffered storage
Presentation resource photos	Documents Collection	Archival	no	2	no	no	no	slides	some with original donor	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.									