

## Records Retention Schedule Template

Office of the State Archaeologist Publications and Donated 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)
Original copy Report Series	Documents collection	Archival	no	2	yes	no	no	paper	some electronic	buffered storage
Original copy research Papers	Documents collection	Archival	no	2	yes	no	no	paper	some electronic	buffered storage
Original copy Special Publications	Documents collection	Archival	no	2	yes	no	no	paper	no	buffered storage
Original copy GCP Contract Completion Reports	Documents collection	Archival	no	2	yes	no	no	paper	some electronic	buffered storage
Administrative and editorial documents for Reports, Research Papers and Special Publications	Documents collection	Archival	no	2	yes	no	no	paper	no	buffered storage
Donated papers of professional and amateur archaeologists	Documents collection	Archival	no	2	no	no	no	paper	no	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.									