### Records Retention Schedule Template

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>CUSTODIAN</th>
<th>RETENTION REQUIREMENTS (yrs.)</th>
<th>OFFICIAL?</th>
<th>CONFID.?</th>
<th>VITAL?</th>
<th>CURRENT</th>
<th>DUPLICATED</th>
<th>SAFEGUARD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>LEGAL</td>
<td>ACTIVE</td>
<td>NON-</td>
<td>ACTIVE</td>
<td>FORMAT</td>
<td>IN PLACE?</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Original copy Report Series</td>
<td>Documents collection</td>
<td>Archival</td>
<td>no</td>
<td>2</td>
<td>yes</td>
<td>no</td>
<td>no</td>
<td>paper</td>
</tr>
<tr>
<td>Original copy research Papers</td>
<td>Documents collection</td>
<td>Archival</td>
<td>no</td>
<td>2</td>
<td>yes</td>
<td>no</td>
<td>no</td>
<td>paper</td>
</tr>
<tr>
<td>Original copy Special Publications</td>
<td>Documents collection</td>
<td>Archival</td>
<td>no</td>
<td>2</td>
<td>yes</td>
<td>no</td>
<td>no</td>
<td>paper</td>
</tr>
<tr>
<td>Original copy GCP Contract Completion Reports</td>
<td>Documents collection</td>
<td>Archival</td>
<td>no</td>
<td>2</td>
<td>yes</td>
<td>no</td>
<td>no</td>
<td>paper</td>
</tr>
<tr>
<td>Administrative and editorial documents for Reports, Research Papers and Special Publications</td>
<td>Documents collection</td>
<td>Archival</td>
<td>no</td>
<td>2</td>
<td>yes</td>
<td>no</td>
<td>no</td>
<td>paper</td>
</tr>
<tr>
<td>Donated papers of professional and amateur archaeologists</td>
<td>Documents collection</td>
<td>Archival</td>
<td>no</td>
<td>2</td>
<td>no</td>
<td>no</td>
<td>no</td>
<td>paper</td>
</tr>
</tbody>
</table>

**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.

**Effective Date:** 4/20/01