

Records Retention Schedule Template

Office of the State Archaeologist Site 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)
Site Sheets	Site records	yes	all considered permanently		yes	yes	yes	paper, electronic	yes, SHPO in Des Moines	sign in for non-OSA users
Correspondence	Site records	Archival	CY	2	yes	yes	yes	paper, some electronic	some	
Correspondence	Documents Collection	Archival	CY + 1	2	yes	no	yes	paper, some electronic		Buffered storage
Site search log	Site records	Archival	permanent	2	yes	no	yes	paper	no	
Paper copy of site search	Site records	Archival	CY	2	yes	no	yes	paper	some aspects are electronic	
Paper copy of site search	Documents Collection	Archival	CY + 1	2	yes	no	yes	paper	some aspects are electronic	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.									