

## Records Retention Schedule Template

**Office for Study Abroad Janet Parham-Walker 5-0642**

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)								
Scholarships	Office for Study Abroad	CY +3	CY +3	Archive	Yes	Yes	NO	Paper	No	Photo copy
Students Application files for study abroad programs	Office for Study Abroad	CY +3	CY +3	Archive	Yes	Yes	NO	Electronic & Paper	No	Info. Partially duplicated in
Students grades files for their study abroad program	Office for Study Abroad	CY +3	CY +3	Archive	Yes	Yes	NO	Electronic & Paper	No	Photo copy
Personnel files for staff and students worker for office for	International Programs	CY +3	CY +3		Convenience	Yes	NO	Paper	Yes	Computer backup of selected documents
Statistics on UI students who studied abroad	Office for Study Abroad	CY +3	CY +3		Yes	No	NO	Electronic & Paper	No	Computer backup
Accounting for office for study abroad accounts	International Programs	CY +3	Permanent		Yes	Yes	NO	Electronic & Paper	Yes	Photo copy &Computer backup
Travel Voucher	International Programs	CY +3	Permanent		Yes	Yes	NO	Electronic & Paper	Yes	Photo copy &Computer backup
Vouchers & Invoices	International Programs	CY +3	Permanent		Yes	Yes	NO	Electronic & Paper	Yes	Photo Copy &Computer backup
Office Correspondence of an Official Nature	Office for Study Abroad	CY +3	CY +3		Yes	Yes	NO	Electronic & Paper	Yes	Photo copy &Computer backup
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.										