Support Service Programs Records Retention Schedule

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DESCRIPTION	CUSTODIAN	RETENTION REQUIREMENTS (yrs.)			OFFICIAL?	CONFID.?	VITAL?	CURRENT RECORD FORMAT	DUPLICATED ELSEWHERE?	SAFEGUARD MEASURES CURRENTLY IN PLACE?
		LEGAL	ACTIVE	NON-ACTIVE						
Office correspondence of an official nature	SSP		CY + 3	Recycled, microfisched, UI archives	Yes	No	No	Paper, Computer	In part	Basic office security
Grant awards	Grant Accounting		CY + 3 after award has expired	Recycled	Yes	No	No	Paper	Yes	Basic office security
Grant performance reports	Sponsored Programs		CY + 3 after award has expired	Recycled	Yes	No	No	Paper	Yes	Basic office security
Program design documents	Upward Bound		Current Grant Cycle	Recycled	Yes	No	No	Paper, Computer	No	Basic office security
University of Iowa SSP Student Files, Lists, and Correspondence	SSP		CY + 1	Permanent, microfisched	Yes	Yes	No	Paper, Computer	No	Basic office security, Locked file cabinets, Computer server
Upward Bound Student Files, Lists, and Correspondence	Upward Bound		Current Grant Cycle + 3 yrs. 3 mos.	Permanent, on paper	Yes	Yes	No	Paper, Computer	No	Basic office security
NDIL Student Files, Lists, and Correspondence	New Dimensions in Learning		Current Grant Cycle + 3 yrs. 3 mos.	Recycled	Yes	Yes	No	Paper, Computer	No	Basic office security
Personnel and Medical Files (Permanent Merit and P&S)	SSP		Until employee terminates or transfers	Permanent, microfisched	Yes	Yes	No	Paper	In part	Basic office security, Locked file cabinets
Personnel Files (Students)	SSP		CY	Permanent, microfisched	No	Yes	No	Paper	In part	Basic office security
Personnel Files (Students)	New Dimensions in Learning		CY + 5	Recycled	No	Yes	No	Paper	In part	Basic office security
Personnel Files (Students and Misc. Prof.)	Upward Bound		CY + 5	Recycled	No	Yes	No	Paper	In part	Basic office security
Search materials (P&S)	SSP		CY + 3*	Permanent, microfisched	Yes	Yes	No	Paper, Computer	No	Basic office security, Computer server
Payroll	SSP		CY	Recycled	No	Yes	No	Paper	In part	Basic office security
Payroll	New Dimensions in Learning		CY + 5	Recycled	No	Yes	No	Paper, Computer	In part	Bacis office security
Payroll	Upward Bound		CY + 5	Recycled	No	Yes	No	Paper	In part	Basic office security
Documentation for cvs, deposits, etc.	SSP		CY + 3	Recycled	No	No	No	Paper	No	Basic office security
Statement of Accounts	Accounting Services (Permanent)		CY + 2	Recycled	No	No	No	Paper	Yes	Basic office security
Travel Vouchers	Travel Office		CY + 3	Recycled	No	No	No	Paper	Yes	Basic office security
Procurement card	Voucher Processing Team		CY + 3	Recycled	No	No	No	Paper	In part	Basic office security
Maintenance agreements	Purchasing (Life of Item)		CY + 3	Recycled	No	No	No	Paper	Yes	Basic office security
Purchase orders and requisitions	Purchasing		CY + 3	Recycled	No	No	No	Paper	Yes	Basic office security

* = required