Support Service Programs Records Retention Schedule  Sheila Vedder 5-1416										
DESCRIPTION	CUSTODIAN	NTS (vrs.)	OFFICIAL? CONFID.? VITAL?			CURRENT	SAFEGUARD			
DESCRIPTION	COSTODIAN	LEGAL	ACTIVE	NON-	OFFICIA	E. CONTID	VIIAL.	RECORD	DUPLICATED ELSEWHERE?	MEASURES
				ACTIVE				FORMAT		CURRENTLY
										IN PLACE?
				lp 1 . 1			1		1	1
				Recycled, microfisched,						
Office correspondence of an official nature	SSP		CY + 3	UI archives	Yes	No	No	Paper, Computer	In part	Basic office security
									1	,
			CY + 3 after							
Grant awards	Grant Accounting		award has expired	Recycled	Yes	No	No	Paper	Yes	Basic office security
			CY + 3 after							
Grant performance reports	Sponsored Programs		award has expired	Recycled	Yes	No	No	Paper	Yes	Basic office security
-			C							
Program design documents	Upward Bound		Current Grant Cycle	Recycled	Yes	No	No	Paper, Computer	No	Basic office security
	Opward Bound		Cycle	Recycled	103	140	140	r aper, computer	140	Basic office security Basic office security
University of Iowa SSP Student Files, Lists, and				Permanent,						Locked file cabinets
Correspondence	SSP		CY + 1 Current Grant	microfisched	Yes	Yes	No	Paper, Computer	No	Computer server
Upward Bound Student Files, Lists, and			Cycle + 3 yrs. 3	Permanent, on						
Correspondence	Upward Bound		mos.	paper	Yes	Yes	No	Paper, Computer	No	Basic office security
			Current Grant	1						,
	New Dimensions in		Cycle + 3 yrs. 3							
NDIL Student Files, Lists, and Correspondence	Learning		mos. Until employee	Recycled	Yes	Yes	No	Paper, Computer	No	Basic office security
Personnel and Medical Files (Permanent Merit			terminates or	Permanent,						Basic office security
and P&S)	SSP		transfers	microfisched	Yes	Yes	No	Paper	In part	Locked file cabinets
Personnel Files (Students)	SSP		CY	Permanent, microfisched	No	Yes	No	Domes	In most	Basic office security
rersonner Files (Students)	33F		CI	micronsched	NO	ies	INO	Paper	In part	Basic office security
	New Dimensions in									
Personnel Files (Students)	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
				Permanent,						Basic office security
Search materials (P&S)	SSP		CY + 3*	microfisched	Yes	Yes	No	Paper, Computer	No	Computer server
Scarcii materiais (1 CCS)	551		CT+5	imerorisened	103	103	140	r aper, computer	110	Computer server
	aan							_	_	
Payroll	SSP		CY	Recycled	No	Yes	No	Paper	In part	Basic office security
	New Dimensions in									
Payroll	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
Documentation for evo, deposits, etc.			0113	yeitu	.10	110	110	aper	.10	Same office security
	Accounting Services									
Statement of Accounts	(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
	Voucher Processing									
Procurement card	Team		CY + 3	Recycled	No	No	No	Paper	In part	Basic office security
				,			1	T	1	
Maintanan aa aanaan ah	Demokrating (I 'C' - C'I' )		CV + 2	Daniel 1	Na	NI	No	Domes	Vac	Dania affi
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