

SURGERY DEPARTMENT 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						
		(CY: CURRENT YEAR)								
Budget	Surgery Finance		CY	+ 3 yrs	No	Yes	Yes	Electronic & Paper	Yes	Locked office/storage
Grants	Surgery Finance		CY	+ 3 yrs after expiration	No	Yes	Yes	Paper	Yes	Locked office/storage
Payroll	Surgery HR		CY	+ 7 yrs after termination, Faculty permanent	No	Yes	Yes	Electronic & Paper	Yes	Locked office/storage
Purchase Orders	Surgery Finance		CY	+ 5 yrs	No	No	No	Paper	Yes	Locked office/storage
Statement of Accounts	Surgery Finance		CY	+ 5 yrs	No	No	Yes	Paper	Yes	Locked office/storage
Student Academic Records	Surgery Education		CY	+ 7 yrs after graduation	Yes	Yes	Yes	Paper	Some	Locked office/storage
Office Correspondence of an Official Nature	Surgery-All Units		indefinite	indefinite	Yes	Some	Some	Paper	Some	Locked office/storage
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.										
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.										