

Records Retention Schedule Template

University Library Janice Simmons-Welburn 5-5871										
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)										
A/R: Inter-library billing, fines	Library	State - 3 Federal - 3	Permanent	CY + 5	Yes	No	No	Paper	No	Central Office, locked during non-business hours
Affiliation, licensing agreements	Library	Life of the agreement plus 2 years	Life of the agreement plus 5 years		Yes	Yes/No	No	Paper	No	Acquisitions department
Backup documentation for cv"s, deposits, etc (Via GL)	Library	CY + 3	CY + 3		Yes	No	No	Paper	No	Central Office, locked during non-business hours
Bachup documentation for equipment purchases, receiving documents, etc	Library	CY + 3	CY + 3		Yes	No	No	Paper	No	Same as above
Budgets	Library	State - 3 Federal - 3	CY + 10		Yes	No	No	Paper	No	Same as above
Contracts	Library	CY + 10 after contract has expired	CY + 10 after contract has expired		Yes if the Library has the original	Yes/No	Yes	Paper	No	Same as above
Gifts & grant applications	Library	CY + 5	CY + 10		Yes	No	No	Paper	No	Same as above
Maintenance agreements	Purchasing	N/A	CY + 5		No	No	No	Paper	Yes	Same as above
Personnel files	Library	CY + 3 after termination	CY + 10		Yes	Yes	No	Paper	No	Same as above
Policies and procedures for the Library	Library	State - 3 Federal - 3	Most current edition	Permanent	Yes	No	No	Paper, PC`	No	Same as above
Procurement Card Database & Reports	Voucher Processing Team,	N/A	CY + 3		No	Yes	No	Paper	Yes	Same as above
Promotion & Tenure for Librarians	Library	CY + 7 after employee terminates	CY + 10		Yes	Yes	Yes	Paper	No	Same as above
Purchase Orders	Purchasing	N/A	CY + 5		No	No	No	Paper	Yes	Same as above
Requisitions to a Dept. (requesting product/service)	Dept. providing product/service	Until product/service is received	CY + 5		No	No	No	Paper	Yes	Same as above
Requisitions from a Dept. (providing product/service)	Dept. providing product/service	CY + 3	CY + 5		Yes	No	No	Paper	No	Same as above
Requisitions (thru Purchasing)	Purchasing	N/A	CY + 5		No	No	No	Paper	Yes	Same as above

Effective Date: ?

4/12/01

Records Retention Schedule Template

University Library Janice Simmons-Welburn 5-5871										
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)								
Search Materials (related to filling vacancy)	Library	CY + 3	CY + 3		Yes	Yes	No	Paper	No	Same as above
Statement of Account (SOA)	Accounting Services	N/A	CY + 5		No	No	No	Paper	Yes	Same as above
Travel Vouchers	Travel	N/A	CY + 5		No	No	No	Paper	Yes	Same as above
UIMC Charges	Library	State - 3 Federal - 3	CY + 5		Yes	No	No	Paper	No	Same as above
Vouchers & Invoices (before 1/1/98)	A/P	N/A	CY + 5		No	No	No	Paper	Yes	Same as above
Vouchers & Invoices <\$10,000 (after 1/1/98)	Library	State - 3 Federal - 3	CY + 5		Yes	No	No	Paper	Yes	Same as above
Vouchers & Invoices >\$10,000 (after 1/1/98)	A/P	N/A	CY + 5		No	No	No	Paper	Yes	Same as above
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.										