

Department of Urology Records Retention Schedule

(Contact person: Sandy Moenk 6-0748)

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)								
Statement of Accounts	Accounting Services		CY + 2		No	No	Yes	Hardcopy and electronic	GLDSS, AP/PO	locked in Administration Office
Personnel Records (Faculty, PS, Merit)	Human Resources		CY + 5		No	No	No	Hard copy	No	locked in Administration Office
Payroll	Human Resources		CY + 3		No	Yes	No	Hard copy and Electronic	Payroll	locked in Administration Office
Purchasing requisitions and invoices	Accounts Payable		CY + 3		No	No	Yes	Hard copy and Electronic	AP/PO	locked in Administration Office
Travel Vouchers	Accounts Payable		CY + 3		No	No	No	Hard copy and Electronic	AP/PO	locked in Administration Office
Contracts and Grant Awards	Grant Accounting		CY + 3 (or until end of life of		NO	No	No	Hard copy and Electronic	Grant Accounting	None
Inventory/Assets	Property Management		CY + 3		No	No	No	Hard copy	Property Management	None
Policies and Procedures Manuals	Dept Administration		CY + 5		Yes	No	No	Hard copy and Electronic	No	None
Office Correspondence of an Official Nature										
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.										