

RECORDS RETENTION
SCHEDULE

Office of Vice President for Research

CONTACT PERSON: Carolyn Frisbie 335-2149

DESCRIPTION	CUSTODIAN	RETENTION REQUIREMENTS (yrs.)			OFFICIAL?	CONFID.?	VITAL?	CURRENT RECORD FORMAT NONACTIVE	DUPLICATED FI SEWFRF?	SAFEGUARD MEASURES CURRENTLY IN PLACE?
		LEGAL	ACTIVE							
(CY: Current Yr)										
Budgets	Ofc of VPR		CY + 3		yes	no	no	paper & PC		
Change Vouchers, deposits [backup documentation]	Business Office [Ofc. of VPR]		CY + 3		yes	no	no	paper	Ofc of VPR	
Equipment user manuals and specifications	Ofc of VPR		Life of item		no	no	no	paper	no	N/A
Funding Awards Competition: Arts & Humanities Initiative, Carver Trust, CIFRE	Ofc of VPR	State3, Federal 3	5 yrs. after award [some in perpetuity]		yes	yes	yes	paper,PC,web	no	
Funding Awards Noncompetitive: Arts & Humanities Initiative, Biosciences Initiative, CIFRE	Ofc of VPR	none	In perpetuity		yes	yes	yes	paper/PC,web	no	
Inventory/Assets	Property Management Office		CY + 5		no	no	no	paper	Ofc of VPR	
Maintenance agreements	Purchasing		Life of item		no	no	no	paper	Ofc of VPR	
Payroll files (includes Staff Benefits)	Human Resources		CY + 3		no	yes	no	paper, web, microfiche	Ofc of VPR	
Procurement Card Database & Reports	Voucher Processing Team		CY + 3		no	yes	no	paper, web	Ofc of VPR	
Purchase Orders & Requisitions--thru Purchasing [backup]	Purchasing [Ofc of VPR]		CY + 3		no	no	no	paper, web	Ofc of VPR	
Requisitions to a Dept.--requesting product/service	Dept. providing product/service		Until product/service is received		no	no	no	paper	Ofc of VPR	
Search materials (related to filling a position vacancy)	Affirmative Action		CY + 3		yes	yes	no	paper	Ofc of VPR	
Statement of Accounts (SOA)	Accounting Services		CY + 3		no	no	no	paper, web	Ofc of VPR	
Travel Vouchers	Travel Ofc		CY + 3		no	no	no	paper	Ofc of VPR	
Vouchers & Invoices <\$10,000	Accounts Payable		CY + 3		yes	no	no	paper	Ofc of VPR	
Vouchers & Invoices >\$10,000	Accounts Payable		CY + 3		no	no	no	paper, web	Ofc of VPR	
Office Correspondence of an Official Nature	Ofc of VPR		In perpetuity		yes	yes	yes	paper,PC,web	no	

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.

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<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>										