## **Women's Studies Records Retention Schedule** Contact Person: Laura Kastens (335-0320) RETENTION REQUIREMENTS (vrs.) OFFICIAL? CONFID.? VITAL? | CURRENT | DUPLICATED SAFEGUARD DESCRIPTION **CUSTODIAN** ACTIVE NON-RECORD ELSEWHERE? **MEASURES LEGAL** ACTIVE **FORMAT CURRENTLY** (CY: Current Yr) IN PLACE? Department-Related Files Faculty meeting minutes Dept. (Kastens) Indefinitely yes no yes paper/pc no locked office Course offerings/schedules Dept. (Louvar) locked office Indefinitely yes no ves paper/pc no Mid-Term and Final Class Dept. Indefinitely locked office ves ves ves paper ves Office correspondence of an official nature Indefinitely locked office Dept. yes no yes paper no Faculty CVs Dept. Indefinitely no no paper locked office yes yes Equipment Dept. (Louvar) CY+while housed in Dept locked office requests/inventory yes/no no ves/no paper yes General Stores/Supplies Dept. (Kastens) CY+1 locked office no no no paper no Personnel Files Faculty Recruitment files Dept. (Louvar) CY+1 4 years yes locked office ves no paper no locked file cabinet Current Faculty Files Dept. (Louvar) while in department indefinitely yes yes yes paper no Former Faculty Files Dept. (Louvar) indefinitely yes yes no paper no locked office Current/former faculty promotion & tenure files Dept. (Louvar) indefinitely indefinitely locked file cabinet yes/no paper yes yes yes Current staff personnel files Dept. (Louvar) while in department 6 years yes locked file cabinet yes yes paper no Current graduate student/teaching assistant academic & personnel files Dept. (Louvar) while in department indefinitely yes ves yes paper no locked file cabinet Former graduate student/teaching assistant academic & personnel files Dept. (Louvar) indefinitely locked file cabinet yes yes yes/no paper no Current undergraduate academic files Dept. while in department indefinitely locked file cabinet ves ves ves paper no Admissions files - graduate Dept. (Kastens) CY+1 applicants 1 year locked file cabinet yes ves ves paper ves

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