

## Museum of Natural History Records Retention Schedule

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)							
<b>Department-related files</b>										
Departmental self-study and review reports	MNH		indefinite		yes	no	yes	paper	yes	locked office
Strategic plan	MNH		indefinite		yes	no	yes	paper	yes	locked office
Departmental meeting minutes	MNH		indefinite		yes	no	yes	paper/pc	no	locked office/backup
Office correspondence of an official nature	MNH		indefinite		yes	partially	yes	paper/pc	no	locked office/backup
Departmental policies	MNH		indefinite		yes	no	yes	paper/pc	no	locked office/backup
<b>Museum collections</b>										
Collection inventory	MNH		permanent		yes	no	yes	paper/pc, microfilm (Lib)	partially	locked office/backup
Collection management files	MNH		permanent		yes	no	yes	paper	no	locked office
<b>Accounting records</b>										
Statements of account	Business Office		CY +2		no	no	yes	paper	yes	locked office
Budget/financial reports	MNH/College		CY +3		no	no	yes	paper	yes	locked office
Backup documentation for cv's deposits, purchases, receiving documents, vouchers, travel, interdept. reqs., etc.	AP/PO, Bus. Office, depts. Providing services		CY+3		no	no	yes	paper/pc	yes	locked office/backup
Grant awards and related files	MNH and Grant Accting.		CY+3 after award expired		partially	no	yes	paper/pc	partially	locked office/backup
Donor records and UIF account statements	UI Foundation		CY+3		no	yes	yes	paper/pc	yes	locked office/backup
Equip. inventory/assets	Property Management		CY+3		no	no	no	paper	yes	locked office
Contracts	Purchasing		CY+10 after expired		no	no	no	paper	yes	locked office
Maintenance agreements	Purchasing		life of object		no	no	no	paper	yes	locked office

Effective Date: ?

1/27/2003

## Museum of Natural History Records Retention Schedule

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)							
Gift shop inventory	MNH		CY +5	yes?	no	yes	paper/pc	no?	locked office/backup	
<b>Personnel records</b>										
Payroll, benefits, leave files	Human Resources		CY+3	no	partially	no	paper	yes	locked office	
Search materials (to fill a vacancy)	MNH/Affirm. Action/Stud.Se		CY+3	yes	yes	no	paper	partially	locked office	
Performance appraisals for merit staff/ P&S perf.reviews	MNH/College		CY+3 after departure	yes	yes	yes	paper	no	locked office	
Student Bi-weekly time records	MNH/HR		CY+3 after departure	no	yes	yes	paper	yes	locked office	
Volunteer records	MNH		indefinite	yes	no	yes	paper	no	locked office	
<b>Academic records</b>										
Class lists, prior to 2001	MNH/Registrar		indefinite	no	yes	no	paper	yes	locked office	
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.										