Museum of Natural History Records Retention Schedule										
DESCRIPTION	CUSTODIAN	RETENTION	REQUIREMEN	TS (yrs.)	OFFICIAL?	CONFID.?	VITAL?	CURRENT	DUPLICATED	SAFEGUARD
		LEGAL	ACTIVE	NON-				RECORD	ELSEWHERE?	MEASURES
				ACTIVE				FORMAT		CURRENTLY
			(CY: Current Yr)							IN PLACE?
Department-related files										
Departmenal 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
Museum collections										
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
Accounting records										
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,	AP/PO, Bus. Office, depts. Providing									
interdept. reqs., etc.	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		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: ?

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CUSTODIAN	RETENTION	REQUIREMEN	TS (yrs.)	OFFICIAL?	CONFID.?	VITAL?	CURRENT	DUPLICATED	SAFEGUARD	
	LEGAL	ACTIVE	NON-				RECORD	<b>ELSEWHERE?</b>	MEASURES	
			ACTIVE				FORMAT		CURRENTLY	
		(CY: Current Yr)							IN PLACE?	
								<u>'</u>		
MNH		CY +5		yes?	no	yes	paper/pc	no?	locked office/backup	
Human										
Resources		CY+3		no	partially	no	paper	yes	locked office	
MNH/Affirm.										
Action/Stud.Se				yes	yes	no	paper	partially	locked office	
		CY+3 after								
MNH/College		departure		yes	yes	yes	paper	no	locked office	
		CY+3 after								
MNH/HR		departure		no	yes	yes	paper	yes	locked office	
MNH		indefinite		yes	no	yes	paper	no	locked office	
MNH/										
Registrar		indefinite		no	yes	no	paper	yes	locked office	
venience copies	s is 3 years which	h is a guideline	and not a	requirement.						
				administrative	unit of FUS	which is us	ually, but not al	wavs. the origina	l.	
			<b>,</b> •				<b>,</b> , , , , , , , , , , , , , , , , , ,	<i>j</i> , , , , , , , , , , , , , , , , , , ,		
		unless otherwis	e ordered	by court. by t	the lawful cu	stodian or b	v another perso	n dulv authorized	İ.	
		, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,					, : : :::: p 3:00	,		
		r to continue doi	ina busines	ss or to prese	erve the right	ts of the unit	. its employees	and the general	public.	
		,	,		,, 5.5.					
Linux Orrodia DO II										
	MNH  Human Resources MNH/Affirm. Action/Stud.Se  MNH/College  MNH/HR  MNH  MNH  Registrar  Expensibility for indication official reconstruction official reconstruction of the innel files are expensed in absolutely ean Official Nature	MNH  Human Resources MNH/Affirm. Action/Stud.Se  MNH/College  MNH/HR  MNH  MNH  MNH  Registrar  Expensibility for retention and disingle official copy of a documen not official records.  Inavailable to the general public onnel files are examples.  Ch is absolutely essential in orde	LEGAL  (CY: Current Yr)  MNH  CY +5  Human  Resources  MNH/Affirm.  Action/Stud.Se  CY+3  CY+3 after departure  CY+3 after departure  CY+3 after departure  indefinite  MNH/HR  MNH  Indefinite  MNH/  Registrar  indefinite  Exponsibility for retention and disposition of the reingle official copy of a document maintained on not official records.  Inavailable to the general public unless otherwise innel files are examples.  CY+3  CY+3  CY+3  CY+3 after departure  indefinite	LEGAL ACTIVE NON- ACTIVE  (CY: Current Yr)  MNH  CY +5  Human  Resources  MNH/Affirm.  Action/Stud.Se  CY+3  CY+3 after departure  CY+3 after departure  CY+3 after departure  MNH/College  CY+3 after departure  indefinite  MNH  MNH  indefinite  MNH/  Registrar  indefinite  MNH/  Registrar  indefinite  invenience copies is 3 years which is a guideline and not a responsibility for retention and disposition of the record. Single official copy of a document maintained on file by an anot official records. Inavailable to the general public unless otherwise ordered annel files are examples.  Ch is absolutely essential in order to continue doing business an Official Nature" refers to policies, procedures, reports (in	LEGAL ACTIVE NON- ACTIVE  (CY: Current Yr)  MNH  CY +5  Human  Resources  MNH/Affirm.  Action/Stud.Se  CY+3  MNH/College  CY+3 after departure  CY+3 after departure  MNH/HR  MNH  indefinite  MNH  indefinite  MNH  indefinite  MNH  indefinite  mo  Invenience copies is 3 years which is a guideline and not a requirement. Desponsibility for retention and disposition of the record. Desponsibility for retention and disposition of file by an administrative and official copy of a document maintained on file by an administrative and official records.  Inavailable to the general public unless otherwise ordered by court, by the inavailable to the general public unless otherwise ordered by court, by the inabsolutely essential in order to continue doing business or to present an Official Nature" refers to policies, procedures, reports (internal or extended)	LEGAL ACTIVE NON- ACTIVE  (CY: Current Yr)  MNH  CY +5 yes? no  Human  Resources  MNH/Affirm.  Action/Stud.Se  CY+3 yes yes  CY+3 after departure departure departure mo yes  MNH/HR  MNH  indefinite  MNH  indefinite  MNH  indefinite  MNH  indefinite  mo yes  Action/Stud.Se  CY+3 after departure no yes  MNH/HR  departure no yes  MNH  indefinite  mo yes  MNH  indefinite  mo yes  indefinite   LEGAL ACTIVE NON- ACTIVE  (CY: Current Yr)  MNH  CY +5  yes?  no  yes  Human Resources  CY+3  no  partially  no  MNH/Affirm. Action/Stud.Se  CY+3 after departure yes  CY+3 after departure no yes  WNH/HR  departure  no yes  MNH/ Registrar  indefinite  no  yes  no  yes  no  yes  yes  yes  yes  yes  yes  yes  ye	LEGAL ACTIVE NON- ACTIVE FORMAT  (CY: Current Yr)  MNH  CY +5  yes? no yes paper/pc  Human Resources MNH/Affirm. Action/Stud.Se  CY+3  MNH/College  CY+3 after departure departure  MNH/HR  departure  MNH/HR  indefinite  no yes yes paper  MNH/ MNH/ Registrar  indefinite  no yes no paper  MNH/ Registrar  indefinite  no yes no paper  MNH/ Registrar  mo yes paper  MNH/ NH/ Registrar  indefinite  no yes no paper  MNH/ NH/ Registrar  indefinite  no yes paper  MNH/ NH/ Registrar  indefinite  no yes no paper  MNH/ NH/ Registrar  indefinite  no yes no paper  MNH/ NH/ Registrar  indefinite  no yes paper  MNH/ NH/ Registrar  indefinite  no yes no paper  MNH/ NH/ Registrar  indefinite  no yes paper  NH/ NH/ Registrar  indefinite  no yes no paper  MNH/ NH/ Registrar  indefinite  no yes paper  NH/ NH/ NH/ NH/ Registrar  indefinite  no yes paper  NH/ NH/ NH/ NH/ NH/ NH/ NH/ NH/ NH/ NH	LEGAL ACTIVE NON-ACTIVE FORMAT  (CY: Current Yr)  MNH CY+5 yes? no yes paper/pc no?  Human Resources CY+3 no partially no paper yes MNH/Affirm. Action/Stud.Se CY+3 ter departure yes yes yes paper no CY+3 after departure no yes yes paper no MNH/HR departure no yes yes paper no mode indefinite no yes paper yes indefinite no yes paper no paper yes indefinite no yes no paper yes indefinite indefinite no yes no paper yes indefinite indefinite no yes no paper yes indeficial records of indefinite no yes no paper yes indeficial records of indefinite no yes no paper yes indeficial records indefinite no yes no paper yes indefinite no yes no paper yes indefinite activity indefinite no yes no paper yes indefinite indefinite no yes no paper yes indefinite indefinite no yes no paper yes indefinite indefinite indefinite no yes no paper yes indefinite indefinit		

Effective Date: ?