

## UI Official Records Retention Schedule

Official records are: (1) records having the legally recognized and judicially enforceable quality of establishing some fact, policy, or institutional position or decision. (2) the single official copy of a document maintained on file by an administrative unit of the University which is usually, but not always, the original. (3) subject to the records retention requirements included in the Records Management Program and Retention Schedule.

\* Exceptions must be approved by Records Management Committee. Records that may have historical or enduring value should be reviewed by the University Archivist before destruction.

\*\*Confidential: records with information of various sorts that the University receives and holds confidential unless otherwise ordered by a court, by the lawful custodian of the records or by another person duly authorized to release such information. Examples include: student records, medical records, personnel records, etc.

\*\*\*Vital: records with information considered essential for the operations of a department (and/or the University) and includes information that may prevent a department from incurring serious liability or risk, or that would be extremely costly to replace. In the event of a disaster, this information, if destroyed, would make it difficult for a department to conduct normal business activities.

Jan-17

Official Record Category	Official Record Title	Official Record Description	Administrative Unit Responsible for Establishing Retention Criteria	UI Retention Guideline (5 Years, 10 Years or Permanent)*	Confidential* * (Yes/No)	Vital*** (Yes/No)	Official Files Maintained By (Central Administrative Unit or Local Department)
Audit & Legal	Audit Reports	Final audit reports or findings for all University of Iowa investigative and non-investigative (pre-scheduled) audits completed by UI Internal Audit including audit responses provided by the units/departments being audited.	UI Internal Audit	10 Years	No	Yes	UI Internal Audit
Audit & Legal	Audit Work Papers	Documents which record all audit evidence obtained during financial statements auditing, internal management auditing, information systems auditing, and investigations.	UI Internal Audit	10 Years	Yes	Yes	UI Internal Audit