

## 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.

\* 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.

							02/2015
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)
Banking & Investments	Endowment Files	Donor gift or bequest documentation and subsequent correspondence; investment pool participation calculations, external trusts	Treasury Operations	Permanent	Yes	Yes	Treasury Operations
Banking & Investments	Bond Files	Final Transcripts, bond interest and principal debt schedules	Treasury Operations	Permanent	No	Yes	Treasury Operations
Banking & Investments	Bond Certificates	Paid and cancelled paper bonds and coupons	Treasury Operations	Final Redemption Date + 5 years	Yes	Yes	Treasury Operations

Banking & Investments	Banking, Custodial and Fund Manager Agreements	Financial Service Provider Agreements	Treasury Operations	Permanent	Yes	No	Treasury Operations
Banking & Investments	Investment Statements	Activity and investment performance reports, compliance documents	Treasury Operations	5 years	No	No	Treasury Operations