

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.

7/1/2016

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)
Parking & Transportation	Federal Transit Administration Capital Project Records	Documentation related to the purchase, financing or construction of capital equipment or building projects utilizing Federal Transit Administration Funds.	Parking & Transportation	For the life of capital item	No	No	Parking & Transportation
Parking & Transportation	Van Pool Agreements	Signed agreement by employee van pool members stating they will abide by terms and policies of van pool program.	Parking & Transportation	5 years after end of agreement	Yes	No	Parking & Transportation
Parking & Transportation	Parking Permit Applications and Renewals	New or renewed parking permit applications for on-campus or off-campus parking locations managed by or leased through UI Parking & Transportation.	Parking & Transportation	5 years	Yes	Yes	Parking & Transportation

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Parking & Transportation	Energy Information Administration (EIA) 886 Report	Annual report of alternative fuel use and alternative vehicle inventory to EIA. Maintained as required by the Federal Energy Administration Act of 1974, Section 13.B	Parking & Transportation	5 years	No	No	Parking & Transportation/Fleet Services
Parking & Transportation	Parking Appeals	Appeal of parking citation and appeals committee decision on appeal	Parking & Transportation: Parking Services	5 years	Yes	No	Parking & Transportation: Parking Services
Parking & Transportation	Cambus Ridership Logs	Records of ridership numbers/counts by route, by day as required by the Federal Transit Administration.	Parking & Transportation	5 years	No	Yes	Parking & Transportation