

University Veterinarian											
Contact Person: Mary Marner 5-7985											
DESCRIPTION	CUSTODIAN	Categorize				Historical	Type	Type	Type	Retention	
		Adm/Opr	Fiscal	Legal	Paper		Electronic	Other	Requirement		
										CY-Current Y	
Investigator Order Data	ACU	xx				xx					Cy-+3 yr after life
Processed Casualty Slips	ACU	xx				xx					Cy+3 yr
Weekly Order Recap	ACU	xx				xx					Cy+3 yr
Dailey Transfer Records	ACU	xx				xx					Cy+3 yr
Animal Inventory Data	ACU	xx				xx					Cy+3 yr
Tagged Animal Lists	ITS			xx		xx	xx				Cy-after life + 3 yrs
Paid Animal Purchase Vouchers	ACU			xx		xx	xx				Cy-after life + 3 yrs
Paid Supplies Vouchers	ACU	xx				xx	xx				Cy+3 yr
Monthly Bound Investigator Billing	ITS		xx	xx		xx	xx				Cy+3 yr
Registrar for Purchase order	ACU	xx				xx					Cy+3 yr
Purchase Orders	Purch Dept	xx				xx	xx				Cy+3 yr
Accounts Receivalbe V.A.	ACU		xx			xx	xx				Cy+3 yr
Cost Actg Records	ACU										
Month/Yr cost Data by Specie	ITS		xx			xx	xx				CY+3 yr
Maintenance Record by Specie	ITS		xx			xx	xx				Cyt+3 yr
Monthly Inventories By Bldg	ITS		xx			xx	xx				CY+3 yr
Monthly CV's-MFK-Investigator	Accg Serv		xx			xx	xx				Cy-3 yr
Month-Open order-invalid accts	ACU	xx				xx					Cy-3 yr
Record -Animal Purch by Vendor	ACU		xx			xx					Cy-3 yr
Record -Correct Invest MFK	ACU	xx				xx					Cy-3 yr
Procurement Card Records	A/P	xx				xx					Cy-3 yr
Monthly Pk(chg slip-r&p-spec item	ACU		xx			xx					Cy-3 yr
Yearly budget records	ACU		xx			xx	xx				Cy-3 yr
Caretaker Time Sheets	ACU	xx				xx					Cy-3 yr
Cost/Acctg record (rate S/B)	ACU		xx			xx	xx				Cy-3 yr
Statement SA1/Ms2A & MS2C	Accg Serv		xx			xx	xx				Cy-3 yr
Payroll Records-O/T-Etc	Payroll		xx			xx	xx				Cy-3 yr
Employee's Personnel Records	ACU			xx		xx	xx				Cy+5yrs past termination
Capital Purchases	Prop-Mgn		xx			xx	xx				Cy + 5 yr
Protocols											
ACURF-Electronic	ACU			xx			xx				30 Days
ACURF- Paper	ACU			xx		xx					Cy + 6 yrs