

**Department of Anthropology Records Retention Schedule**  
**(Contact Person: Florence Babb/Beverly Poduska 5-0523)**

DESCRIPTION	CUSTODIAN	RETENTION REQUIREMENTS (yrs.)			OFFICIAL?	CONFID.?	VITAL?	CURRENT RECORD FORMAT	DUPLICATED ELSEWHERE?	SAFEGUARD MEASURES CURRENTLY IN PLACE?
		LEGAL	ACTIVE	NON-ACTIVE						
		(CY: Current Yr)								
<b>ACCOUNTING RECORDS</b>										
Backup documentation for cv's, deposits, purchases, receiving documents, etc.	Anthropology		CY+3		No	No	Yes	Paper	Yes	File cabinet
Budget/Financial Records	College & Anthropology		CY+3		No	No	Yes	Paper	Yes	File cabinet
Gift & Grant Awards	Grant Acctg & Anthropology		CY+3 after award expires		No	No	Yes	Paper	Yes	File cabinet
Foundation Account Summaries	UI Foundation		CY+3		No	Yes	No	Online/Paper	Yes	File cabinet
Inventory/Assets	Property Management		CY+3		No	No	No	Paper	Yes	File cabinet
Purchase Orders	Purchasing		CY+3		No	No	Yes	Online/paper	Yes	File cabinet
Procurement Card Vouchers	Accounts Payable		CY+3		No	No	Yes	Paper	Yes	File cabinet
Requisitions to a department	Dept Providing Service		CY		No	No	No	Paper	Yes	File cabinet
Requisitions through Purchasing	Purchasing		CY+3		No	No	Yes	Online/paper	Yes	File cabinet
Statement of Accounts	Accounting Services		CY+3		No	No	Yes	Online/paper	Yes	File cabinet
Travel Vouchers	Travel		CY+3		No	No	No	Paper	Yes	File cabinet
Voucher & Invoices (before 1998)	Accounts Payable		CY+3		No	No	No	Paper	Yes	File cabinet
Vouchers & Invoices <\$10,000 (after 1/1/98)	Anthropology		CY+3		No	No	Yes	Online/Paper	Yes	File cabinet
Vouchers & Invoices >\$10,000 (after 1/1/98)	Accounts Payable		CY+3		No	No	Yes	Online/paper	Yes	File cabinet
<b>ACADEMIC RECORDS</b>										
Academic Student Files-- Dept. Undergraduates	Anthropology		Indefinite		No	Yes	Yes	Paper	Yes	File cabinet

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		(CY: Current Yr)								
Academic Student Files-- Dept. Graduate Students	Anthropology		Indefinite		No	Yes	Yes	Paper	Yes	File cabinet
Admissions Files-Graduate Applicants	Grad. Admin & Anthropology		CY + 1		No	Yes	Yes	Paper	Yes	File cabinet
Course Offerings/Schedules	Registrar & Anthropology		Indefinite		No	No	Yes	Paper	Yes	File cabinet
Final Class Lists	Registrar & Anthropology		Indefinite		No	Yes	Yes	Paper	Yes	File cabinet
<b>DEPARTMENT-RELATED FILES</b>										
Department Bylaws	Anthropology		Indefinite		Yes	No	Yes	Paper	No	File cabinet
Department Self-Study & Review Reports	College & Anthropology		Indefinite		Yes	No	Yes	Paper	No	File cabinet
Faculty Meeting Agendas & Minutes	Anthropology		Indefinite		Yes	No	Yes	Paper	No	File cabinet
Office Correspondence of an Official Nature	Anthropology		CY + 3		Yes	Yes/No	Yes	Paper	No	File cabinet
Strategic Plan	College & Anthropology		Indefinite		Yes	No	Yes	Paper	Yes	File cabinet
<b>RECRUITMENT FILES</b>										
Search Materials (related to filling a vacancy)	AA/College & Anthropology		CY + 3		Yes	Yes	Yes	Paper	Yes	File cabinet
<b>PERSONNEL FILES</b>										
Adjunct Faculty Files	Anthropology		3 yrs. After leaving UI		No	Yes	Yes	Paper	Yes	File cabinet
All Payroll Files (includes Staff Benefits)	Human Resources		CY + 3		No	Yes	Yes	Online/Paper	Yes	File cabinet
Faculty Offer Letters and Related Documentation	Provost/ College /Dept		3 yrs. after leaving UI		Yes/No	Yes	Yes	Paper	Yes	File cabinet

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		(CY: Current Yr)								
Faculty CVs	College & Anthropology		Current version		No	No	Yes	Paper	Yes	File cabinet
Peer Reviews	Provost/ College /Dept		The two most recent		No	Yes	Yes	Paper	Yes	File cabinet
Probationary Reviews	Provost/ College /Dept		Until P&T decision is complete		No	Yes	Yes	Paper	Yes	File cabinet
Promotion & Tenure	College		Indefinitely		No	Yes	Yes	Paper	Yes	File cabinet
Performance Appraisals for Merit Staff	Anthropology		CY + 3 yrs. after departure		Yes	Yes	Yes	Paper	No	File cabinet
Staff Personnel Files	College & Anthropology		CY + 3 yrs. after departure		No	Yes	Yes	Paper	Yes	File cabinet
Student Bi-Weekly ETR Forms	HR & Anthropology		CY + 3 yrs. after departure		No	Yes	Yes	Paper	Yes	File cabinet
Notes:										
1) The retention period for convenience copies is 3 years which is a guideline and not a requirement.										
2) The custodian has official responsibility for retention and disposition of the record.										
3) An "Official Record" is the single official copy of a document maintained on file by an administrative unit of FUS which is usually, but not always, the original. Convenience copies are not official records.										
4) A "Confidential Record" is unavailable to the general public unless otherwise ordered by court, by the lawful custodian or by another person duly authorized. Medical, student and personnel files are examples.										
5) A "Vital Record" is one which is absolutely essential in order to continue doing business or to preserve the rights of the unit, its employees and the general public.										
6) "Office Correspondence of an Official Nature" refers to policies, procedures, reports (internal or external), etc. that are used in the administration and management of the department and that should be memorialized.										