

Summary Retention Schedule for Common University-Wide Records

For use by departments

DESCRIPTION	SUGGESTED	Is the dept. copy...			CUSTODIAN	How long retained by custodian?
	DEPT. RETENTION	Official?	Confidential?	Vital?		
	Active records					
Affiliation, Licensing, Performance, Practice Plan and other agreements	Life of the agreement plus 2 years *	No unless delegated	No	No unless delegated	Business Manager unless delegated	Life of the agreement plus 2 years *
Backup documentation for cv's, deposits, purchases, receiving documents, etc.)	CY + 3 *	Yes	No	No	Dept/College	CY + 3
Budgets	CY + 3 *	Yes	No	No	Dept/College	CY + 3
Contracts	CY + 3 after contract has expired * #	No unless delegated	No	No unless delegated	Business Manager unless delegated	CY + 10 after contract has expired. Longer if special circumstances exist.
Gift & Grant Awards	CY + 3 after award has expired.	No	No	No	Grant Accounting	CY + 5 after award has expired.
Inventory/Assets	CY + 3	No	No	No	Property Management Office	CY + 5
Maintenance agreements	CY + 3	No	No	No	Purchasing	Life of item
All Payroll files (includes Staff Benefits)	CY + 3	No	Yes **	No	Human Resources	Permanent on paper and/or microfiche
Position reclassifications (not forwarded to central HR administration)	CY + 3	Yes	Yes	No	Dept/College	CY + 3
Procurement Card Database & Reports	CY + 3	No	Yes	No	Voucher Processing Team	CY + 3
Promotion & Tenure (Includes Promotion record and dossier. Supplementary materials are optional.)	CY + 7 after employee terminates *	Yes	Yes	No	College	CY + 7 after employee terminates
Purchase Orders	CY + 3	No	No	No	Purchasing	CY at http://www.bo.uiowa.edu/~ap-po/ ; CY + 5 on microfilm
Requisitions to a Dept. (requesting product/service)	Until product/service is received	No	No	No	Dept. providing product/service	CY + 3
Requisitions from a Dept. (providing product/service)	CY + 3	Yes	No	No	Dept. providing product/service	CY + 3

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Requisitions (thru Purchasing)	CY + 3	No	No	No	Purchasing	CY at http://www.bo.uiowa.edu/~ap-po/ ; CY + 5 on microfilm
Search Materials (related to filling a vacancy)	CY + 3 *	Yes	Yes	No	Dept/College	CY + 3
Statement of Account (SOA)	CY + 3	No	No	No	Accounting Services	CY + 2 at http://www.bo.uiowa.edu/~gdss ; Permanent on paper and/or microfiche
Travel Vouchers	CY + 3	No	No	No	Travel	CY + 3
Vouchers & Invoices (before 1/1/98)	CY + 3	No	No	No	A/P	CY + 6
Vouchers & Invoices < \$10,000 (after 1/1/98)	CY + 3	Yes	No	No	Receiving Department	CY + 3
Vouchers & Invoices > \$10,000 (after 1/1/98)	CY + 3	No	No	No	A/P	CY at http://www.bo.uiowa.edu/~ap-po/ ; CY + 6 on microfilm
NOTES:						
* This is required and not suggested.						
** Some of these records within the department are not confidential.						
# Retention period for financial and cost accounting records for general grants and contracts is CY + 3 years unless otherwise stated in the terms and conditions of the awards.						
1) The custodian has official responsibility for retention and disposition of the record.						
2) An "Official Record" is the single official copy of a document maintained on file by an administrative unit which is usually, but not always, the original. Convenience copies are not official records.						
3) 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.						
4) 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.						