

<b>Liberal Arts Records Retention Schedule</b>										
		<b>(Contact Person: Raul Curto: 5-2615)</b>								
DESCRIPTION	CUSTODIAN	RETENTION REQUIREMENTS (yr)			OFFICIAL	CONFID.?	VITAL?	CURRENT RECORD FORMAT	DUPLICATED ELSEWHERE?	SAFEGUARD MEASURES CURRENTLY IN PLACE?
		LEGAL	ACTIVE	NON-ACTIVE						
		<b>(CY: Current Yr)</b>								
<b>Central Files</b>	Carolyn Lewis	CLA	CY + 7		yes/no	yes/no	yes/no	paper/PC	yes/no	none/PC backup
<b>Personnel Files</b>										
Faculty offer letters and related documentation	Mary Lou Doyle	Provost	3 yrs after leaving University		no	yes	no	paper	yes	none
Probationary reviews	Mary Lou Doyle	Provost	Until P&T decision is complete		no	yes	no	paper	yes	none
P&T files for current faculty (Dean's letter to Provost, faculty ballots, external evaluators letters, student evaluation summaries)	Mary Lou Doyle	Provost	Indefinitely		yes	yes	yes	paper/PC	no	none
P&T files for faculty who left the UI	Mary Lou Doyle	Provost	7 yrs after departure		yes	yes	yes	paper/PC	no	none/PC backup
Redacted versions of P&T files	Mary Lou Doyle	Marc Mills	2 yrs after conclusion & action		yes	yes	yes	paper/PC	no	none/PC backup
Peer reviews	Mary Lou Doyle	Provost	The two most recent		yes	yes	yes	paper	no	none
Faculty CV's	Ginny Ockenfels	CLA	Current version		yes	no	no	paper	yes	none
Performance appraisals for merit and P&S staff	Carolyn Lewis	HR	The two most recent		yes	yes	no	paper/PC	no	none/PC backup
Immigration documentation	Mary Lou Doyle	Karmell Bowen	Indefinitely		no	yes	no	paper	yes	none
Faculty status books	Mary Lou Doyle	Provost	Current book only		no	no	no	on line	yes	none
Faculty searches	Mary Lou Doyle	Affirm Action	CY + 3		yes	yes	yes	paper/PC	no	none
DEO searches	various staff	Affirm Action	CY + 3		yes	yes	yes	paper/PC	no	none/PC backup
P & T procedural guidelines	Barb Yerkes	Provost	CY + 3		yes	no	yes	paper/PC/web site	yes	PC backup/website
EC and EPC materials for faculty line allocations	Barb Yerkes	CLA	CY + 3		yes	no	no	paper	no	none

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Adjunct faculty files	Brenda Humble	CLA	Two most recent appointments		no	no	no	paper	yes	none
Reports on faculty extramural activities	Eugene Buck	Provost	CY + 3		yes	no	no	paper	no/only summary	none
Appeals of merit and P&S reclassification decisions	Eugene Buck	CLA	Indefinitely		no	yes	no	paper	yes	none
Staff payroll records	Carolyn Lewis	CLA	CY + 3		no	yes	no	paper	yes	none
Staff employment records	Carolyn Lewis	CLA	CY + 3		no	yes	no	paper	yes	none
Records on deans and associate deans	Carolyn Lewis	CLA	CY + 3		yes	yes	no	paper	no	none
Strategic plans (CLA)	Barb Yerkes	Provost	Two most recent		yes	no	yes	paper/PC/web	yes	none/PC backup/web
CLA general expense budget	Karna Wieck	CLA	CY + 3		no	no	yes	paper/PC	yes	none/PC backup
CLA travel (deans)	various staff	CLA	CY + 3		yes	yes/no	no	paper/PC	yes	none/PC backup
Staff search files	Carolyn Lewis, various staff	HR	CY + 3		yes	yes	no	paper/PC	no	none/PC backup
Other "project" files	Carolyn Lewis	CLA	CY + 3		yes	yes	yes	paper/PC	no	none/PC backup
<b>Files for CLA Elected Bodies</b>										
General Education Program	JoAnn Castagna	CLA	CY + 3		yes	yes/no	prob not	paper/PC/web	some yes/some no	none/PC backup
DRAFT Executive Committee agendas and materials	Barb Yerkes	CLA	CY + 3		no	yes	no	paper/PC	no	none/PC backup
Executive Committee minutes	Barb Yerkes	Manual of Procedure	Indefinitely		yes	no	no	paper/PC	no	none/PC backup
Educational Policy Committee Agenda and materials	JoAnn Castagna	CLA	CY + 3		yes	yes/no	prob not	paper/PC/web	no	none/PC backup
Educational Policy Committee minutes	JoAnn Castagna	CLA	Indefinitely		yes	no	no	paper/PC	yes/no Univ. Archives?	none/archives?
Faculty Assembly agendas	JoAnn Castagna	CLA	CY + 3		yes	no	prob not	paper/PC	no	none/PC backup

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Faculty Assembly minutes	JoAnn Castagna	CLA	Indefinitely		yes	no	prob not	paper/PC	yes? Univ. Archives?	none/archives?
Other projects and special topics (e.g. 4 yr graduation plans, OnLine at Iowa, first Year Seminars)	JoAnn Castagna	CLA	CY + 3		yes	yes/no	yes/no	paper/PC	no	none/PC backup
Election/voting files	Eugene Buck	CLA	CY only, destroy ballot 3 Yrs after completion of award		yes	no	no	paper/e-mail	no	none/e-mail backup
<b>Faculty Development Files</b>	Mike O'Hara	CLA			no	no	no	paper/PC	yes	none/PC backup
<b>Department Related Files</b>										
Foundation account summaries	Karna Wieck	UI Foundation	CY + 3		no	yes	no	paper/PC	yes	none/PC backup
Departmental allocation letters (Report of Funds)	Karna Wieck	CLA	CY + 3		no	yes	no	paper/PC	yes	none/PC backup/central file backup
Departmental recurring salary budget files	Karna Wieck	CLA	CY + 3		no	no	yes	paper/PC	yes	none/PC backup
Departmental review files	Barb Yerkes	Provost	Most recent review		yes	no	yes	paper/PC on line/website/P	no	none/PC backup
P & T procedures files	Barb Yerkes	Provost	CY		yes	no	yes		no	none/PC backup
Visitor and TA requests/allocations	Angie Cochran	CLA	CY + 3		yes	yes	no	paper/PC	no	none/PC backup
Requests for office space	Eugene Buck	FSG	CY + 3		yes	no	no	paper/e-mail	no	none
Requests for equipment	Eugene Buck	CLA	CY + 3		yes	no	no	paper/e-mail	no	none/e-mail backup
Space inventory	Eugene Buck	FSG	CY + 3		no	no	no	paper/PC	yes, but not current	none/PC backup
Equipment inventory	Eugene Buck	FUS	CY + 3		no	no	no	paper	yes	none
Notes:										
1) The retention period for convenience copies is 3 years which is a guideline and not a requirement.										

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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.										