

College of Pharmacy Records Retention Schedule

(Contact person: Mike Sullivan: 5-8794)

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)								
A/R	College of Pharmacy	State-3 Federal-3	CY + 3 IDIS: Perm		Yes	Yes	No	Paper/PC	Yes	Daily computer backups
Affiliation, Confidentiality, Licensing agreements	College of Pharmacy	Life of the agreement plus 2 years	Permanent		Yes	Yes	No	Paper	With the client and some with Dottie Maher	Locked file cabinet
Backup documentation for cv's, deposits, purchases, receiving documents, etc.)	College of Pharmacy	CY + 3	CY + 3 IDIS: Perm		Yes	No	No	Paper/PC	Yes	Daily computer backups/Microfilm
Budgets	College of Pharmacy	State-3 Federal-3	Permanent		Yes	No	No	Paper/PC	Yes	Daily computer backups/Microfilm
Client records	College of Pharmacy	CY + 7 after the project is completed	CY + 7 after the project is completed	Yes-CCAD No-Pharm Serv		Yes	No	Paper/PC/ CD ROM	Yes	Locked file cabinet
All Payroll files (includes Staff Benefits)	Human Resources	NA	Permanent		No	Yes	No	Paper	Yes	Locked file cabinet
Policies and procedures for the college.	College of Pharmacy	State-3 Federal-3	Permanent		Yes	No	No	Paper/PC	Yes	Daily computer backups
Pre-award applications (Sponsored Research)	Sponsored Programs	CY + 3	CY + 3		No	No	No	Paper	Yes	File cabinet
Procurement Card Information & Reports	Voucher Processing Team	CY + 3	CY + 1		No	No	No	Paper	Yes	File cabinet/ microfilm
(Includes Promotion record and dossier. Supplementary materials are optional.)	College of Pharmacy	CY + 7 after employee terminates	Permanent		Yes	Yes	Yes	Paper	Provost's Office has some	Locked file cabinet
Purchase Orders	Purchasing	NA Until	Permanent Pharm serv-10		No	No	No	Paper	Yes	File cabinet
Requisitions to a Dept. (requesting product/service)	Dept. providing product/service	product/service is received	CY + 3 IDIS: Perm		Yes/No	No	No	Paper	Yes	File cabinet

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Requisitions from a Dept. (providing product/service)	Dept. providing product/service	CY + 3	CY + 3 IDIS: Perm		Yes	No	No	Paper	Yes	File cabinet
Requisitions (thru Purchasing)	Purchasing	NA	CY + 3 IDIS: Perm		No	No	No	Paper	Yes	File cabinet
Search Materials (related to filling a vacancy)	College of Pharmacy	CY + 3	CY + 3 IDIS: Perm		Yes	Yes	No	Paper	Affirm Action has some	Locked file cabinet
Student Records-Graduate & Undergrad	College of Pharmacy	Undergrad: CY + 5 Grad: CY + 10	Permanent		Yes	Yes	No	Paper	Registrar's office has some	Locked file cabinet
Statement of Account (SOA)	Accounting Services	NA	CY + 3 IDIS: Perm		No	No	No	Paper	Yes	File cabinet
Travel Vouchers	Travel	NA	CY + 3 IDIS: Perm		No	No	No	Paper	Yes	File cabinet
Vouchers & Invoices (before 1/1/98)	A/P	NA	CY + 3 IDIS: Perm		No	No	No	Paper	Yes	File cabinet
Vouchers & Invoices < \$10,000 (after 1/1/98)	College of Pharmacy	State-3 Federal-3	CY + 3 IDIS: Perm		Yes	No	No	Paper	Yes	File cabinet
Vouchers & Invoices > \$10,000 (after 1/1/98)	A/P	NA	CY + 3 IDIS: Perm		No	No	No	Paper	Yes	File cabinet
Office Correspondence of an Official Nature	College of Pharmacy	State-3 Federal-3	Pertinent info. kept permanently		Yes	No	No	Paper	No	File cabinet
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 the UI 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.										

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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.										