

Statistics and Actuarial Science Department Record Retention Schedule										
Dorothy Kelley 5-0706										
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)										
Admission Applications	Dept		3 semesters		Yes	Yes	No	paper	partially	Locked office
Appointment forms	Dept		indefinite		No	Yes	No	paper	Yes	Locked office
Budgets	Dept		CY+3		Yes	No	No	paper, PC	partially	Locked office
Classlists (with grades)	Dept		7 years		No	Yes	No	paper	Yes	Locked office
Course approvals, schedules, descriptions	Dept		CY+7years		Yes	No	Yes	paper	Yes	Locked office
Course syllabi	Dept		7 years		Yes	No	Yes	paper	No	Locked office
Course tests	Dept		7 years		Yes	Yes	Yes	paper	No	Locked office
Dept history--Faculty mtg minutes; newsletters	Dept		indefinite		Yes	Yes	No	paper	No	Locked office
Dept statements of account	Dept		CY+3		No	No	No	paper	Yes	Locked office
Equipment inventory	Dept		CY+3		No	No	No	paper	Yes	Locked office
Faculty files	Dept		indefinite		Yes	Yes	Yes	paper	partially	Locked office
Faculty search files	Dept		CY+3		Yes	Yes	No	paper	partially	Locked office
Financial records: backup documentation for cvs, deposits,purchasing	Dept		CY+3		Yes	No	Yes	paper	partially	Locked office
Grant records	Dept		CY+ 3 after expiration		No	No	Yes	paper	Yes	Locked office
Office Correspondence of an Official Nature	Dept		3 yrs unless history		Yes	Yes	Yes	paper	No	Locked office
Payroll files	Dept		CY+3		No	Yes	Yes	paper	Yes	Locked office
Position reclassifications	Dept		CY+3		Yes	Yes	No	paper	No	Locked office
Procurement Card statements	Dept		CY+3		No	No	Yes	paper	partially	Locked office
Promotion & tenure records	Dept		CY+7 after employee terminates		Yes	Yes	No	paper	partially	Locked office
Requisitions--Interdept	Dept		CY+3		No	No	No	paper	Yes	Locked office
Requisitions--Purchasing	Dept		CY+3		No	No	No	paper	Yes	Locked office
Reviews and self studies	Dept		7 years		Yes	No	Yes	paper	No	Locked office

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Staff personnel files	Dept		indefinite		Yes	Yes	Yes	paper	No	Locked office
Student files--academic & personnel	Dept		indefinite		Yes	Yes	Yes	paper	No	Locked office
Surveys	Dept		7 years		Yes	No	No	paper	No	Locked office
Technical reports	Dept		indefinite		Yes	No	No	paper	some published	Locked office
Travel vouchers	Dept		CY+3		No	No	Yes	paper	Yes	Locked office
University policies	Dept		current		No	No	Yes	paper/email	Yes	Locked office
Vouchers & Invoices	Dept		CY+3		No	No	Yes	paper	Yes	Locked office
*Required										
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.										