

<b>Quick Reference Guide to the University of Alaska</b>			
<b>General Administrative Records Retention and Disposition Schedule</b>			
<b>Retention Periods are Expressed in Years Unless Otherwise Noted</b>			
<b>Item No.</b>	<b>Record Title</b>	<b>Minimal Retention Time</b>	<b>Disposition</b>
<b>Budget Preparation Records</b>			
1	<b>Budget Request UA (Final Submission)</b>	Retain 3 years after current fiscal year or until administrative need is met	Destroy after 4 years or after administrative need is met
2	<b>Budget Request</b>	Retain 3 years after current fiscal year or until administrative need is met	Destroy after 4 years or after administrative need is met
3	<b>Campus Budget Work Papers (Original Preparation File):</b>	Retain 3 years after current fiscal year or until administrative need is met	Destroy after 4 years or after administrative need is met
4	<b>Department/Office Budget Requests Files (Working File):</b>	Retain 1 year after current fiscal year or until administrative need is met	Destroy after 2 years or after administrative need is met
<b>General Accounting Records</b>			
31	<b>Forgery &amp; Fraud Investigation Case Files:</b>	Retain until case is closed plus three years.	Destroy 3 years after case is closed.
<b>Procurement, Leasing &amp; Property Records</b>			
50	<b>Procurement Files:</b>	Retain formal contracts for life of the contract plus 3 years.	Destroy 3 years after the life of the contract
51	<b>Space Lease Administration Files:</b>	Retain leases and space use agreements for life of lease plus 6 years.	Destroy six years after the end of the life of the lease
52	<b>Equipment Records - Originals:</b> <b>Equipment Records - Copies</b>	Retain for the life of the equipment plus 4 years. Retain copies for 3 years	Destroy 4 years after the useful life of the equipment Destroy copies after 3 years
53	<b>Vehicle Inventory /Automotive Management:</b>	Retain 3 years	Destroy after 3 years
54	<b>Property Control Records:</b>	Retain for 3 years or until audit is completed, whichever comes first.	Destroy after 3 years or until audit is completed whichever comes first
55	<b>Real Property (Land):</b>	Retain until the University no longer has an interest in the property plus 4 years. Except, retain records that relate to environmental risk liabilities indefinitely. SW Cash Management retains cleared checks.	Destroy 4 years after the University no longer has an interest in the property. MAUs should not keep copies of checks.
56	<b>Facilities (Buildings):</b>	Retain until the University no longer has an interest in the property plus 4 years.  Statewide Cash Management retains cleared checks.	Destroy 4 years after the University no longer has an interest in the property.  MAUs should not keep copies of checks
<b>General Office Administration Records</b>			
60	<b>Administrative Studies/Special Projects (Major):</b>	Retain until administrative or management need is met; then, transfer to the University Archives.	University Archives review for archival value.
61	<b>Program History Files:</b>	Retain until administrative or management need is met; then, transfer to the University Archives.	University Archives review for archival value.

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62	<b>General Correspondence Files:</b>	Retain 3 years	Destroy after 3 years
65	<b>Board of Regent's Minutes</b>	Retain until administrative or management need is met, then transfer to the University Archives	University Archives
65a	<b>Board of Regent's Meeting Files</b>	Retain until administrative or management need is met, then transfer to the University Archives	University Archives
65b	<b>Minutes and meeting Files Major Policy Making:</b>	Retain until administrative or management need is met, then transfer to the University Archives	University Archives
66	<b>Minutes and meeting Files Non-Policy Making:</b>	Retain for 3 years or until administrative or management need is met, whichever comes first	Destroy after 3 years or administrative/management need is met whichever comes first
67	<b>Program Policies &amp; Procedures - Major:</b>	Retain for 3 years after policy is obsolete or superseded, then transfer to the University Archives	University Archives review for archival value.
68	<b>Program Policies &amp; Procedures - Routine:</b>	Retain for 3 years after policy is obsolete or superseded.	Destroy 3 years after policy is obsolete or superseded
69	<b>Advertisements: Legal</b>	Retain 3 years after posted	Destroy 3 years after posted
70	<b>Public Records Log &amp; Request for Information:</b>	Retain 1 year	Destroy after one year
71	<b>Reading Files:</b>	Retain 3 years	Destroy after 3 years
73	<b>Reports - Annual:</b>	Retain until administrative or management need is met; then, transfer to the University Archives.	University Archives review for archival value.
74	<b>Reports - Audit:</b>	Retain until administrative or management need is met.	Destroy after documentation of follow-up and corrective action taken is verified.
74a	<b>Reports - Quarterly, Monthly:</b>	Retain until administrative or management need is met.	Destroy after administrative or management need is met.
74b	<b>Environmental Audit Reports:</b>	Retain indefinitely, unless University General Counsel approves disposition of records related to environmental liabilities	Do not destroy unless University General Counsel approves disposition of records related to environmental liabilities
75	<b>Technical Reference Files</b>	Retain until administrative or management need is met.	Destroy after administrative or management need is met
76	<b>Transitory &amp; Miscellaneous Administrative Information:</b>	Retain until administrative need is met.	Destroy after administrative or management need is met

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78	<b>Functional Forms Files:</b>	Retain until for 1 year after superseded, revised, or replaced.	Destroy 1 year after superseded, revised, or replaced.
79	<b>Numerical Forms Files:</b>	Retain 1 year after obsolescence	Destroy 1 year after obsolete
80	<b>Forms Management Report:</b>	Retain 3 years	Destroy after 3 years
81	<b>Disaster Preparedness Plans:</b>	Retain until plan is superseded.	Destroy after plan has been superseded.
82	<b>Disaster Preparedness Drills:</b>	Retain 3 years provided reviews have been conducted.	Destroy 3 years after drill or review which ever is longest.
83	<b>Drafts and Working Paper:</b>	Retain until obsolete, superseded, or administrative or management need is met	Destroy when obsolete, superseded, or administrative or management need is met
84	<b>Incident Reports:</b>	Retain 4 years	Destroy after 4 years
86	<b>Key, Badge Issuance, and Access Card Records:</b>	Retain until employee no longer works for the university.	Destroy after employee terminates employment with the university
87	<b>Supply Records:</b>	Retain 3 years	Destroy after 3 years
88	<b>Surveillance Video Tapes:</b>	Retain record Copy 30 days, then erase and reuse, provided any necessary images are saved.	Destroy after 30 days
89	<b>Visitor Logs:</b>	Retain record copy 2 years	Destroy after 2 years
90	<b>Complaints: Student/Citizen/Employee:</b>	Retain record copy 2 years after resolution provided applicable audits have been released	Destroy 2 years after resolution
91	<b>Training Material Records:</b>	Retain Record Copy until obsolete, superseded or administrative need is met; then contact the University Archives for archival review.	Destroy after obsolete, superseded or administrative need is met unless records have archival potential
92	<b>Mail and Telephone Records:</b>	Retain 1 year	Destroy after 1 year
93	<b>Postage Records:</b>	Retain 3 years or after audit, whichever comes first.	Destroy after 3 years or after audit whichever comes first
94	<b>Parking Decal/Permit Records:</b>	Retain 3 years or after audit, whichever comes first.	Destroy after 3 years
95	<b>Statistical Data Records:</b>	Retain until administrative or management need is met.	Destroy after administrative or management need is met

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96	<b>Inspection Records:</b>	Retain until after all corrections are completed.	Destroy after verifying all corrections are completed.
97	<b>Delegations of authority:</b>	Retain 3 years after delegation is no longer valid	Destroy 3 years after delegation is no longer valid
<b>Personnel Administration Records</b>			
102	<b>Recruitment, Selection, &amp; Appointment Records:</b>	Retain record copy 2 years from date of recruitment closure (All information and documentation for hired applicants are added to personnel file).	Destroy after 2 years
<b>Information Technology Records</b>			
120	<b>Feasibility Study Reports:</b>	Retain record copy at Department/MAU for 4 years after successful implementation or following an audit whichever is later.	Destroy 4 years after successful implementation or following an audit whichever is later.
121	<b>Systems Analysis &amp; Design Documentation:</b>	Retain record copy at MAU for 5 years after successful implementation. Retain all other copies until administrative need is met.	Destroy 5 years after successful implementation.
122	<b>Testing Data:</b>	Retain record copy at MAU for 1 year after successful implementation. Retain all other copies until administrative need is met.	Destroy 1 year after successful implementation.
123	<b>Program Source Code &amp; Programmer Documentation:</b>	Retain Record copy at MAU for 2 years after successful implementation. Retain all other copies until administrative need is met.	Destroy 2 years after successful completion
124	<b>Program (User) Documentation &amp; Training Materials:</b>	Retain record copy at MAU for 1 year after the system is no longer operational. Retain all other copies until administrative need is met.	Destroy 1 year after system no longer operational or 1 year after version update.
125	<b>IT General Documentation File:</b>	Retain until documentation is obsolete, superseded or administrative need is met. Retain application software licenses and agreements for three years after termination.	Destroy when obsolete, superseded, or need is met. Retain licenses & agreements 3 years after termination.
126	<b>Post Implementation Evaluation Review &amp; Reports:</b>	Retain record copy at MAU for 5 years after successful implementation. Retain all other copies until administrative need is met.	Destroy 5 years after successful completion
127	<b>Information Technology Assets Audits (Inventories):</b>	Retain record copy at MAU for 4 years, the inventory is superseded by another inventory, the asset is no longer operational, has been disposed of ; or , is no longer owned by the program, whichever is later.	Destroy after 4 years, the inventory is superseded by another inventory, disposed of; no longer operational, or owned by unit.

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128	<b>Data Input Forms:</b>	Until input and verified	Destroy after input is verified
129	<b>Automatic Data Processing and Electronic Data Processing Media:</b>	Until Obsolete	Destroy when obsolete
130	<b>World Wide Web Pages:</b>	Record Copy: Retain 5 years or until obsolete, superseded or administrative need is met, whichever comes later.	Destroy after 5 years or when obsolete, superseded, or administrative need is met whichever comes later.