

**University of Alaska Vice President Office of Finance & Administration**

**Records Retention/OnBase Document Type and Disposition Schedule**

**Effective Date: December 4, 2012**

<b>Item Number</b>	<b>Record Series/Title</b>	<b>* OnBase Document Type</b>	<b>Media of Origin</b>	<b>Minimal Retention Time</b>	<b>Custodian Location</b>	<b>Disposition Information Lifecycle</b>	<b>Description/Details/ Reference/ Citations/Best Business Practices</b>
1	Delegation of Authority	CFO Delegation of Authority	Paper	Retain 3 years after delegation is no longer valid. Retain paper 30 days after scanning paper into OnBase.	Office of VP Finance/ Administration & CFO OnBase System	Destroy /Delete 3 years after delegation is no longer valid . Purge from ECM system by requesting the ECM Systems Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	University of Alaska GARRDS* - Item No. 97 Delegations of Authority University of Alaska Best Practices (Office of Vice President of Finance and Administration)
2	Memorandum of Understanding	CFO Memo of Understanding	Paper	Retain 6 years after expiration of contracts. Retain paper 30 days after scanning paper into OnBase.	Office of VP Finance/ Administration & CFO OnBase System	Destroy /Delete 6 years after expiration of contract. Purge from ECM system by requesting the ECM Systems Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	State of Alaska General Administrative Records Retention Schedule Item No. 96.  University of Alaska Best Practices (Office of Vice President of Finance and Administration)  Under Alaska Statue 09.10.120 statute of limitation for contract actions brought in the name of the State is 6 years.
3	Leave of Absence Request	CFO Leave of Absence Request	Paper	Retain 3 years. Retain paper 30 days after scanning paper into OnBase.	Office of VP Finance/ Administration & CFO OnBase System	Destroy /Delete after 3 years from last date of creation or activity. Purge from ECM system by requesting the ECM Systems Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	University of Alaska GARRDS* - Item No. 62 General Correspondence Files University of Alaska Best Practices (Office of Vice President of Finance and Administration)

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4	Bid List Application	CFO Bid List Application	Paper	Retain bid list application for the life of the contract plus 3 years. Retain all other files for current fiscal years plus 3 years. Retain paper 30 days after scanning paper into OnBase.	Office of VP Finance/ Administration & CFO OnBase System	Destroy /Delete after life of the contract plus 3 years. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	University of Alaska GARRDS* - Item No. 62 General Correspondence Files University of Alaska Best Practices (Office of Vice President of Finance and Administration)
5	Electronic Key Cards	CFO Electronic Key Cards	Paper	Retain until employee no longer works for the university. Retain paper 30 days after scanning paper into OnBase.	Office of VP Finance/ Administration & CFO OnBase System	Destroy /Delete after employee terminates employment with the university. Purge from ECM system by requesting the ECM Systems Administrator or automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	Key, Badge Issuance and Access Card Records: University of Alaska GARRDS*, Item No. 86. University of Alaska Best Practices (Office of Vice President of Finance and Administration)
6	General Correspondence	CFO General Correspondence	Paper	Retain 3 years. Retain paper 30 days after scanning paper into OnBase.	Office of VP Finance/ Administration & CFO OnBase System	Destroy /Delete after 3 years from document creation. Purge from ECM system by requesting the ECM Systems Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	University of Alaska GARRDS* - Item No. 62 General Correspondence Files University of Alaska Best Practices (Office of Vice President of Finance and Administration)

\* General Administrative Records Retention and Disposition Schedule

Elaine Maine, Administrative Coordinator, approved this on November 30, 2012

Dr. Russ O'Hare, Chief Records Officer, approved this on December 4, 2012