

Quick Reference to Common University Records

Record Description	Office of Record	Disposition Requirements*
Accounting Ledgers (not inclusive list) Commitments vs. Budget Report (w/o detail) Commitments vs. Budget Report (with detail) Revenue vs. Budget (with detail) Soft Money Balance Sheet Report (with detail) Hard money Balance Sheet Report (with detail) Outstanding PO Current Year Report Outstanding PO Grant ITD Report And more.....	Financial Services	Retain in office 7 years, Then destroy if all audits have been completed.
Budget Revisions	Budget Office	Retain in office 1 year after all audits have been completed, then destroy.
Cash Receipts	Bursar's Office & The various departments Retaining supporting Documentation.	Retain in office 7 years, then destroy if all audits have been completed.
Daily Attendance Records (Fair Labor Standards Act Time Sheets)	Department	Retain in office 3 years, then destroy if all audits have been completed.
Internal Billings Motor Pool Office Systems Facilities Management Postage Printing Services Telecommunications University Book Exchange	Financial Services & the various departments Retaining supporting Documentation.	Retain in office 1 year after all audits have been completed, then destroy.
Invoices (Including all claims, invoices, and related supporting documentation.)	Financial Services	Retain in office 7 years, then destroy if all audits have been completed.
Personnel Action Form	Board of Regents (Exec Off) Personnel Services Provost (Faculty)	Retain in office until Employee terminates, then Transfer to inactive file
Procurement Card Records and Invoices	Financial Services & the various cardholder Departments retaining Supporting documentation.	Retain in cardholder dept. 7 years, then destroy if all audits have been completed.
Position Control	Budget Office	Retain in office 7 years after all audits have been completed, then destroy.
Purchase Orders	Purchasing	Retain in office 1 year after all audits have been completed, then destroy.
Requisitions	Purchasing	Retain in office 1 year after all audits have been completed, then destroy.
Student Accounts Receivable	Bursar's Office	Retain in office 2 years after termination of enrollment if account is settled, then destroy is all audits have been completed.
Travel Claims (Including related support documentation)	Financial Services & the various departments Retaining supporting Documentation.	Retain in office 7 years, then destroy if all audits have been completed.
Transfer Forms (Including Journal Vouchers, Expense Transfers and Revenue Transfers)	Financial Services & the various departments Retaining supporting Documentation.	Retain in office 1 year after all audits have been completed, then destroy.

* Each department must determine whether their specific circumstances warrant the retention of records in excess of the required retention periods. Convenience or duplicate copies of records may be destroyed when superseded or no longer required for departmental administrative purposes.