



General Records Retention Schedules > Financial Records

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Note:

Retention schedules may change periodically.
Please visit the Archives website for official, up-to-date General Records Retention Schedules.

Accounts Payable Records *Effective 12/2009, Last Modified 8/2011*

Records documenting an office's routine purchases and other non-salary expenditures. Examples include purchase orders, requisitions, journal vouchers, invoices, receipts, payment authorizations, checks, bills, and other related documentation. This schedule pertains only to Accounts Payable Records that are submitted to the Controller's Group. Other Accounts Payable Records should be retained in accordance with office-specific records retention schedules.

ACCOUNTS PAYABLE RECORDS	Record Holder	Office Retention	Office Disposition
Official Copy (Office of Record)	Controller's Group	7 years	Destroy
Unofficial Copies	Any Office	Up to 3 years	Destroy

Accounts Receivable Records *Effective 12/2009, Last Modified 8/2011*

Records documenting an office's routine billing and collection activities. Examples include journal vouchers, invoices, payment forms, receipts, checks, deposit slips, and other related documentation. This schedule pertains only to Accounts Receivable Records that are submitted to the Controller's Group. Other Accounts Payable Records should be retained in accordance with office-specific records retention schedules.

ACCOUNTS RECEIVABLE RECORDS	Record Holder	Office Retention	Office Disposition
Official Copy (Office of Record)	Controller's Group	7 years	Destroy
Unofficial Copies	Any Office	Up to 3 years	Destroy

Budget Working Papers *Effective 12/2009*

Documentation used while preparing the annual budget. These records may include worksheets, calculations, correspondence, forms, and other related documents.

BUDGET WORKING PAPERS	Record Holder	Office Retention	Office Disposition
Official Copy (Office of Record)	Office of Budget and Planning	See office-specific records retention schedule for Office of Budget and Planning	
Unofficial Copies	Any Office	Up to 3 years	Destroy

Football Ticket Allotment Records *Effective 9/2011*

Records pertaining to allotment and distribution of football tickets (and parking passes), including ticketholder names, seat locations, and payment information. Participating University administrators are required to submit distribution trackers, reconciliation forms, deadwood tickets, and season ticket summaries to Audit and Advisory Services.

FOOTBALL TICKET ALLOTMENT RECORDS	Record Holder	Office Retention	Office Disposition
Official Copy (Office of Record)	Audit and Advisory Services	7 years	Destroy
Unofficial Copies	Any Office	Up to 3 years	Destroy

Note:

Additional Football Allotment policies and procedures can be found on Audit and Advisory Services' website. Please contact Audit and Advisory Services for additional guidance.

Official Budget *Effective 12/2009, Last Modified 4/2010*

The official, signed budgets for each campus department.

OFFICIAL BUDGET	Record Holder	Office Retention	Office Disposition
Official Copy (Office of Record)	Office of Budget and Planning	See office-specific records retention schedule for Office of Budget and Planning	
Unofficial Copies	Any Office	Up to 5 years	Destroy

Note:

This schedule refers to a signed paper document that is no longer produced in the budget development process. Since circa 2005 for most campus departments, official budgets reside in the University's Banner system. Offices may print reference copies from Banner and are advised to destroy such copies within 5 years.

Procard Reconciliation Envelopes *Effective 12/2009, Last Modified 8/2011*

The Procard is a University credit card held by employees who are authorized to make routine purchases for their department. Envelopes include signed reconciliation statements and supporting documentation such as sales receipts, order confirmations, packing slips, etc.

PROCARD RECONCILIATION ENVELOPES	Record Holder	Office Retention	Office Disposition
Official Copy (Office of Record)	All Procard Holders	4 years	Destroy
Unofficial Copies	Not Applicable	Not Applicable	Not Applicable

Note:

Additional Procard policies and procedures can be found on the Controller's Group website. Please contact the Controller's Group for additional guidance.

Travel and Expense Reports *Effective 12/2009, Last Modified 8/2011*

Forms submitted by University employees for reimbursement of expenses incurred while traveling for business purposes. Attachments may include receipts, credit card statements, authorization for travel, etc.

TRAVEL AND EXPENSE REPORTS	Record Holder	Office Retention	Office Disposition
Official Copy (Office of Record)	Controller's Group	7 years	Destroy
Unofficial Copies	Any Office	Up to 3 years	Destroy