

Business Services Schedules

* More detailed record descriptions may be found by clicking the MDAH numbers. Please contact the Curator or Records Management Specialist with any additional questions.

* Record	Retention	Notes	MDAH #
Accounts in Write-Off	Hold 7 years, then dispose. Audit must have been released 3 years prior to disposal.	Restricted.	5941
Bankruptcy Documents	Hold 7 years, then dispose.	Restricted.	5938
Course Fee Set-Up	Hold 5 years, then dispose. Audit must have been released 3 years prior to disposal.	Public.	5944
Promissory Notes	Hold 7 years, then dispose. Audit must have been released 3 years prior to disposal.	Restricted.	5940
Tuition Appeals Documents	Hold 7 years after appeal decision is reached, then dispose.	Restricted.	5943
University Investment Documents	Hold 7 years, then dispose. Audit must have been released 3 years prior to disposal.	Restricted.	5933