### Financial General 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.

<table>
<thead>
<tr>
<th><em>Record</em></th>
<th>Office of Record</th>
<th>Retention</th>
<th>Notes</th>
<th>MDAH #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payable</td>
<td>All Offices</td>
<td>Hold original or authenticated reproduction 3 years after release of the audit; then destroy.</td>
<td></td>
<td>G36</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>All Offices</td>
<td>Hold original or authenticated reproduction 3 years after release of the audit; then destroy.</td>
<td></td>
<td>G37</td>
</tr>
<tr>
<td>Acquisition Receipts</td>
<td>Property Accounting/Receiving</td>
<td>Hold in current files area 7 years, then dispose. Audit must have been released 3 years prior to disposal.</td>
<td></td>
<td>5848</td>
</tr>
<tr>
<td>Appropriation/Allotment Records</td>
<td>All Offices</td>
<td>Hold original or authenticated reproduction 3 years after release of the audit; then destroy.</td>
<td></td>
<td>G38</td>
</tr>
<tr>
<td>Department/Record Type</td>
<td>All Offices</td>
<td>Action on Documentation</td>
<td>Notes</td>
<td></td>
</tr>
<tr>
<td>----------------------------------------</td>
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<td>-----------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Audit Reports – Agency Copy</td>
<td>All Offices</td>
<td>Hold original or authenticated reproduction 3 years after release of the audit; then destroy.</td>
<td>[G52]</td>
<td></td>
</tr>
<tr>
<td>Bank Reconciliation Records</td>
<td>All Offices</td>
<td>Hold original or authenticated reproduction 3 years after release of the audit; then destroy.</td>
<td>[G42]</td>
<td></td>
</tr>
<tr>
<td>Bank Records</td>
<td>All Offices</td>
<td>Hold original or authenticated reproduction 3 years after release of the audit; then destroy.</td>
<td>[G41]</td>
<td></td>
</tr>
<tr>
<td>Budget – Department Records</td>
<td>All Offices</td>
<td>Hold 3 years after release of audit, then destroy.</td>
<td>Official copy of University Budget maintained permanently in University Archives [G5]</td>
<td></td>
</tr>
<tr>
<td>Cash Records and Reports</td>
<td>All Offices</td>
<td>Hold original or authenticated reproduction 3 years after release of the audit; then destroy.</td>
<td>[G39]</td>
<td></td>
</tr>
<tr>
<td>Comprehensive Annual Financial Report (CAFR) Records</td>
<td>All Offices</td>
<td>Hold original or authenticated reproduction 3 years after release of the audit; then destroy.</td>
<td>[G51]</td>
<td></td>
</tr>
<tr>
<td>Record Type</td>
<td>Location</td>
<td>Retention Policy</td>
<td>Code</td>
<td></td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>--------------</td>
<td>-----------------------------------------------------------------------------------</td>
<td>------</td>
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</tr>
<tr>
<td>Credit Card Records</td>
<td>All Offices</td>
<td>Hold original or authenticated reproduction 3 years after release of the audit; then destroy.</td>
<td>G46</td>
<td></td>
</tr>
<tr>
<td>Financial Correspondence</td>
<td>All Offices</td>
<td>Hold original or authenticated reproduction 3 years after release of the audit; then destroy.</td>
<td>G7</td>
<td></td>
</tr>
<tr>
<td>GAAP Reports</td>
<td>All Offices</td>
<td>Hold original or authenticated reproduction 3 years after release of the audit; then destroy.</td>
<td>G22</td>
<td></td>
</tr>
<tr>
<td>General Ledger Reconciliation</td>
<td>All Offices</td>
<td>Hold original or authenticated reproduction 3 years after release of the audit; then destroy.</td>
<td>G43</td>
<td></td>
</tr>
<tr>
<td>General Ledgers</td>
<td>All Offices</td>
<td>Hold original or authenticated reproduction 3 years after release of the audit; then destroy.</td>
<td>G8</td>
<td></td>
</tr>
<tr>
<td>Grant Financial Records</td>
<td>Finance and Controller</td>
<td>Hold 5 years following submission and acceptance of final report to the funding agency, then destroy.</td>
<td>5626</td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td>Owner</td>
<td>Action and Retention Notes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>------------------------------</td>
<td>-------------------------------------------------------------------------------------------</td>
<td></td>
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</tr>
<tr>
<td>Grant Proposals and Reports-Funded</td>
<td>Sponsored Programs Administration</td>
<td>Hold in current files area the number of years requiring by granting agency following submission and acceptance of the final report to the funding agency, then dispose. Audit must have been released 3 years prior to disposal.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grant Proposals and Reports-Unfunded</td>
<td>Sponsored Programs Administration</td>
<td>Destroy upon receipt of proposal rejection.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payment Cardholder Data</td>
<td>All Offices</td>
<td>Dispose of data immediately after use. May not retain longer than 6 months according to current data standards.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Petty Cash</td>
<td>All Offices</td>
<td>Hold original or authenticated reproduction 3 years after release of the audit; then destroy.</td>
<td></td>
<td></td>
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<tr>
<td>Procurement Card Records</td>
<td>All Offices</td>
<td>Hold original or authenticated reproduction 3 years after release of the audit; then destroy.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Property Affidavits</strong></td>
<td><strong>Property Accounting/Receiving</strong></td>
<td>Hold in current files area 3 years, then dispose. Audit must have been released 3 years prior to disposal.</td>
<td><strong>5849</strong></td>
<td></td>
</tr>
<tr>
<td>------------------------</td>
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<td></td>
</tr>
<tr>
<td><strong>Purchase Orders</strong></td>
<td><strong>All Offices</strong></td>
<td>Hold original or authenticated reproduction 3 years after release of the audit; then destroy.</td>
<td><strong>G6</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Receiving Records/Freight Files</strong></td>
<td><strong>All Offices</strong></td>
<td>Hold original or authenticated reproduction 3 years after release of the audit; then destroy.</td>
<td><strong>G49</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Request for Auditor’s Receipt Warrant</strong></td>
<td><strong>All Offices</strong></td>
<td>Hold original or authenticated reproduction 3 years after release of the audit; then destroy.</td>
<td><strong>G2</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Requisition for Issuance of Warrant/Payment Vouchers</strong></td>
<td><strong>All Offices</strong></td>
<td>Hold original or authenticated reproduction 3 years after release of the audit; then destroy.</td>
<td><strong>G1</strong></td>
<td></td>
</tr>
<tr>
<td>Document Type</td>
<td>Location</td>
<td>Retention Policy</td>
<td>Reference</td>
<td></td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>----------------</td>
<td>----------------------------------------------------------------------------------</td>
<td>-----------</td>
<td></td>
</tr>
<tr>
<td>Statewide Automated Accounting System</td>
<td>All Offices</td>
<td>Hold original or authenticated reproduction 3 years after release of the audit; then destroy.</td>
<td>G50</td>
<td></td>
</tr>
<tr>
<td>(SAAS) Reports</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel Reimbursement Files</td>
<td>All Offices</td>
<td>Hold original or authenticated reproduction 3 years after release of the audit; then destroy.</td>
<td>G48</td>
<td></td>
</tr>
<tr>
<td>Trial Balance</td>
<td>All Offices</td>
<td>Hold original or authenticated reproduction 3 years after release of the audit; then destroy.</td>
<td>G44</td>
<td></td>
</tr>
<tr>
<td>Vendor Files</td>
<td>All Offices</td>
<td>Hold original or authenticated reproduction 3 years after release of the audit; then destroy.</td>
<td>G45</td>
<td></td>
</tr>
</tbody>
</table>