

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.

* Record	Office of Record	Retention	Notes	MDAH #
Accounts Payable	All Offices	Hold original or authenticated reproduction 3 years after release of the audit; then destroy.		G36
Accounts Receivable	All Offices	Hold original or authenticated reproduction 3 years after release of the audit; then destroy.		G37
Acquisition Receipts	Property Accounting/Receiving	Hold in current files area 7 years, then dispose. Audit must have been released 3 years prior to disposal.		5848
Appropriation/Allotment Records	All Offices	Hold original or authenticated reproduction 3 years after release of the audit; then destroy.		G38

Audit Reports – Agency Copy	All Offices	Hold original or authenticated reproduction 3 years after release of the audit; then destroy.		G52
Bank Reconciliation Records	All Offices	Hold original or authenticated reproduction 3 years after release of the audit; then destroy.		G42
Bank Records	All Offices	Hold original or authenticated reproduction 3 years after release of the audit; then destroy.		G41
Budget – Department Records	All Offices	Hold 3 years after release of audit, then destroy.	Official copy of University Budget maintained permanently in University Archives	G5
Cash Records and Reports	All Offices	Hold original or authenticated reproduction 3 years after release of the audit; then destroy.		G39
Comprehensive Annual Financial Report (CAFR) Records	All Offices	Hold original or authenticated reproduction 3 years after release of the audit; then destroy.		G51

Credit Card Records	All Offices	Hold original or authenticated reproduction 3 years after release of the audit; then destroy.		G46
Financial Correspondence	All Offices	Hold original or authenticated reproduction 3 years after release of the audit; then destroy.		G7
GAAP Reports	All Offices	Hold original or authenticated reproduction 3 years after release of the audit; then destroy.		G22
General Ledger Reconciliation	All Offices	Hold original or authenticated reproduction 3 years after release of the audit; then destroy.		G43
General Ledgers	All Offices	Hold original or authenticated reproduction 3 years after release of the audit; then destroy.		G8
Grant Financial Records	Finance and Controller	Hold 5 years following submission and acceptance of final report to the funding agency, then destroy.		5626

Grant Proposals and Reports-Funded	Sponsored Programs Administration	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.		5859
Grant Proposals and Reports-Unfunded	Sponsored Programs Administration	Destroy upon receipt of proposal rejection.		5754
Payment Cardholder Data	All Offices	Dispose of data immediately after use. May not retain longer than 6 months according to current data standards.		5995
Petty Cash	All Offices	Hold original or authenticated reproduction 3 years after release of the audit; then destroy.		G40
Procurement Card Records	All Offices	Hold original or authenticated reproduction 3 years after release of the audit; then destroy.		G47

Property Affidavits	Property Accounting/Receiving	Hold in current files area 3 years, then dispose. Audit must have been released 3 years prior to disposal.		5849
Purchase Orders	All Offices	Hold original or authenticated reproduction 3 years after release of the audit; then destroy.		G6
Receiving Records/Freight Files	All Offices	Hold original or authenticated reproduction 3 years after release of the audit; then destroy.		G49
Request for Auditor's Receipt Warrant	All Offices	Hold original or authenticated reproduction 3 years after release of the audit; then destroy.		G2
Requisition for Issuance of Warrant/Payment Vouchers	All Offices	Hold original or authenticated reproduction 3 years after release of the audit; then destroy.		G1

Statewide Automated Accounting System (SAAS) Reports	All Offices	Hold original or authenticated reproduction 3 years after release of the audit; then destroy.		G50
Travel Reimbursement Files	All Offices	Hold original or authenticated reproduction 3 years after release of the audit; then destroy.		G48
Trial Balance	All Offices	Hold original or authenticated reproduction 3 years after release of the audit; then destroy.		G44
Vendor Files	All Offices	Hold original or authenticated reproduction 3 years after release of the audit; then destroy.		G45