

Business Services Schedules

* More detailed record descriptions may be found by clicking the MDAH numbers. For general information on state records retention guidelines, please visit [MDAH's Webpage](#). 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.	G328
Bankruptcy Documents	Hold 7 years, then dispose. Audit must have been released 3 years prior to disposal.	Restricted.	G328
Course Fee Set-Up	Hold 7 years, then dispose. Audit must have been released 3 years prior to disposal.	Public.	G328
Promissory Notes	Hold 7 years, then dispose. Audit must have been released 3 years prior to disposal.	Restricted.	G328
Tuition Appeals Documents	Hold 7 years after appeal decision is reached, then dispose. Audit must have been released 3 years prior to disposal.	Restricted.	G328
University Investment Documents (State Funded)	Hold 3 years after audit, then dispose.	Restricted.	G131
University Investment Documents (Federal and Non-State Funded)	Hold 5 years after audit, then dispose. Audit must have been released three (3) years prior to disposal.	Restricted.	G132