

Financial General 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	Office of Record	Retention	Notes	MDAH #
Accounts Payable	All Offices	Hold records five (5) years, then dispose. Audit must have been released for three (3) years prior to disposal.		G131 & G132
Accounts Receivable	All Offices	Hold records five (5) years, then dispose. Audit must have been released for three (3) years prior to disposal.		G131 & G132
Acquisition Receipts	Property Accounting/Receiving	Hold in current files area 7 years, then dispose. Audit must have been released 3 years prior to disposal.		G116
Appropriation/Allotment Records	All Offices	Hold records five (5) years, then dispose. Audit must have been released for three (3) years prior to disposal.		G131 & G132

Audit Reports – Agency Copy	All Offices	Hold records five (5) years, then dispose. Audit must have been released for three (3) years prior to disposal.		<u>G131 & G132</u>
Bank Reconciliation Records	All Offices	Hold records five (5) years, then dispose. Audit must have been released for three (3) years prior to disposal.		<u>G131 & G132</u>
Bank Records	All Offices	Hold records five (5) years, then dispose. Audit must have been released for three (3) years prior to disposal.		<u>G131 & G132</u>
Budget – Department Records	All Offices	Hold 3 years after release of audit, then destroy.	Official copy of University Budget maintained permanently in University Archives	<u>G131</u>
Cash Records and Reports	All Offices	Hold records five (5) years, then dispose. Audit must have been released for three (3) years prior to disposal.		<u>G131 & G132</u>
Comprehensive Annual Financial Report (CAFR) Records	All Offices	Hold records five (5) years, then dispose. Audit must have been released for three (3) years prior to disposal.		<u>G131 & G132</u>

Credit Card Records	All Offices	Hold records five (5) years, then dispose. Audit must have been released for three (3) years prior to disposal.		<u>G131 & G132</u>
Financial Correspondence	All Offices	Hold records five (5) years, then dispose. Audit must have been released for three (3) years prior to disposal.		<u>G131 & G132</u>
GAAP Reports	All Offices	Hold records five (5) years, then dispose. Audit must have been released for three (3) years prior to disposal.		<u>G131 & G132</u>
General Ledger Reconciliation	All Offices	Hold records five (5) years, then dispose. Audit must have been released for three (3) years prior to disposal.		<u>G131 & G132</u>
General Ledgers	All Offices	Hold records five (5) years, then dispose. Audit must have been released for three (3) years prior to disposal.		<u>G131 & G132</u>

Grant Application & Closeout Report (Awarded)	Sponsored Programs Administration	Hold five (5) years after close of grant, then transfer to Archives		G119
Grant Operating Files (Awarded – Routine)	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.		G120
Grant Proposals and Reports-Unfunded	Sponsored Programs Administration	Hold one (1) year after notification of no award, then dispose.		G121
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 records five (5) years, then dispose. Audit must have been released for three (3) years prior to disposal.		G131 & G132
Procurement Card Records	All Offices	Hold records five (5) years, then dispose. Audit must have been released for three (3) years prior to disposal.		G131 & G132

Property Affidavits	Property Accounting/Receiving	Hold in the current files area three (3) years, then dispose. Audit must have been released three (3) years prior to disposal.		<u>G116</u>
Purchase Orders	All Offices	Hold records five (5) years, then dispose. Audit must have been released for three (3) years prior to disposal.		<u>G131 & G132</u>
Receiving Records/Freight Files	All Offices	Hold records five (5) years, then dispose. Audit must have been released for three (3) years prior to disposal.		<u>G131 & G132</u>
Request for Auditor's Receipt Warrant	All Offices	Hold records five (5) years, then dispose. Audit must have been released for three (3) years prior to disposal.		<u>G131 & G132</u>
Requisition for Issuance of Warrant/Payment Vouchers	All Offices	Hold records five (5) years, then dispose. Audit must have been released for three (3) years prior to disposal.		<u>G131 & G132</u>

Statewide Automated Accounting System (SAAS) Reports	All Offices	Hold records five (5) years, then dispose. Audit must have been released for three (3) years prior to disposal.		<u>G131 & G132</u>
Travel Reimbursement Files	All Offices	Hold records five (5) years, then dispose. Audit must have been released for three (3) years prior to disposal.		<u>G131 & G132</u>
Trial Balance	All Offices	Hold records five (5) years, then dispose. Audit must have been released for three (3) years prior to disposal.		<u>G131 & G132</u>
Vendor Files	All Offices	Hold records five (5) years, then dispose. Audit must have been released for three (3) years prior to disposal.		<u>G131 & G132</u>