

# Appendix A - Financial Records Retention Schedule

<b>Document</b>	<b>Required Retention Period</b>	<b>Responsible Department</b>
Accounting transactions	Permanent	Financial Services Group
Original Journal or Budget Entries	6 years or until audit is complete, whichever is greater	Originating department or Financial Services by written agreement
Supporting documentation for transactions	6 years or until audit is complete, whichever is greater	Originating department or Financial Services by written agreement
Travel Expense reports and supporting documentation	6 years or until audit is complete, whichever is greater	Financial Services Group
Trial Balance reports	Permanent	Financial Services
Level Summary reports	Permanent	Financial Services Group
Audited university financial statements	Permanent	Financial Services Group
Internal annual university financial statements	Permanent	Financial Services Group
Annual approved university budgets	6 years	Budget Services
Accounts Receivable invoices, trial balances and ledgers	6 years or until audit is complete, whichever is greater	Originating department or Financial Services by written agreement
Purchase Orders & supporting information (specifications, bids, quotes, contracts, etc.)	6 years or until audit is complete, whichever is greater	Purchasing Services and Supplier Management and Financial Services Group
Accounts Payable invoices, Tartan Trust Card statements, vouchers & supporting information (packing slips, freight records, bills of lading, etc.)	6 years or until audit is complete, whichever is greater	Purchasing Services and Supplier Management and Financial Services Group
Special Service Payment forms and supporting information	6 years or until audit is complete, whichever is greater	Financial Services Group

Check registers (Accounts Payable, Payroll, other)	Permanent	Financial Services Group
Capital Asset records (including Depreciation)	Life of the asset plus one fiscal year	Financial Services Group
Pledges, gifts, planned giving and other donor-related documentation	Permanent	Development Division
Capital project building and renovation records, including contracts	Life of the building plus one fiscal year	Facilities Management Services
Time and attendance records (timecards, rosters, attendance cards, efforts)	7 years or until audit is complete, whichever is greater	Financial Services Group
Payroll distribution reports and supporting information (including reallocation forms)	7 years or until audit is complete, whichever is greater	Financial Services Group
PTO records (including Reserve Sick Day documentation) for both current and former employees	7 years or until audit is complete, whichever is greater	Current or final home department or Human Resources by written agreement
Records of employee deductions, contributions and related information	7 years or until audit is complete, whichever is greater	Financial Services Group and Human Resources
Annual W-2, 1099, 1042-S and other individual tax reporting	7 years or until audit is complete, whichever is greater	Financial Services Group