

## Frostburg State University

### RECORDS RETENTION AND DISPOSAL SCHEDULE

FROSTBURG STATE UNIVERSITY

GENERAL ACCOUNTING

Agency

Division

Item No.	Description	Retention
1.)	Adjustment Vouchers and Interagency Vouchers	Retain 3 years or until audit.
2.)	IPEDS and FISAP	Retain 7 years or until audit.
3.)	General Correspondence	Screen annually, destroy that material which has no further value, retain all other until value ceases, then destroy
4.)	Revenue, Expense, and Cash Receipts	Retain 3 years or until audit.
5.)	Grant Files-Federal Funds	Retain 7 years or until audit, whichever is later.
6.)	Grant Files-Other	Retain 3 years or until audit, whichever is later.
7.)	Financial Statements Back-up	Retain 3 years or until audit.
8.)	Financial Statements	Permanent
9.)	R*Stars Reports	Retain 3 years or until audit.
10.)	FRS YTD Ledger Reports-Prior to FY04	Permanent
11.)	General Construction Loan Transmittals, Warrants, Etc.	Ten years in office or until audit is completed.
12.)	W-9's and W-8's	Retain most current permanently.
13.)	Transmittals and Invoices	Seven years or until audit is completed then destroy.

# Frostburg State University

## RECORDS RETENTION AND DISPOSAL SCHEDULE

FROSTBURG STATE UNIVERSITY

ACCOUNTS PAYABLE & PERKINS

Agency

Division

Item No.	Description	Retention
1.)	Working Fund, Deposit Tickets, Bank Recs, Advance Forms, etc.	Three years or until audit is completed then destroy.
2.)	General Correspondence	Screen annually, destroy that material which has no further value, retain all other until value ceases, then destroy.
3.)	Perkins Loan File	Three years after paid in full.
4.)	Perkins Recs	Three years or until audit.
5.)	Bank Statements	Seven years or until audit.

# Frostburg State University

## RECORDS RETENTION AND DISPOSAL SCHEDULE

FROSTBURG STATE UNIVERSITY

ACCOUNTS RECEIVABLE

Agency

Division

Item No.	Description	Retention
1.)	Student Financial Records Student financial folders contain receipts, and other types of paid bills. Part-time & Full-time	Retain 10 years, then destroy.
2.)	Student folders/Miscellaneous Correspondence Folders of correspondence pertinent to registration and collection of accounts receivable.	Retain 10 years, then destroy.
3.)	Advance Deposit Forms	Retain until audited, then destroy.
4.)	Cash Receipts Copies of cash receipts issued for monies received in the campus cashier's window.	Retain 5 years and until audited, then destroy.
5.)	Requests for Billing Requests for Billing are received from various offices on campus and are maintained for back up for bill preparation.	Retain 8 years and until audited, then destroy.
6.)	Computer Printouts Computer printouts are received providing detailed financial information for the income and accounts receivable of the college:  <div style="margin-left: 40px;">                     1. Motor Vehicle Report                      2. Meal Ticket Lists                 </div>	Retain until audited, then destroy.

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ACCOUNTS RECEIVABLE

Agency

Division

Item No.	Description	Retention
7.)	<b>Parking Appeals</b> Appeals concerning parking tickets are submitted by faculty, staff and students. A copy of the appeal is retained with a copy of the decision of the Parking Appeals Committee.	Retain 4 years until audited.
8.)	<b>Miscellaneous Bills</b> Bills for parking fines, breakage, library fines, or any other charge for services rendered by the college.	Retain for 6 years and until audited, then destroy.
9.)	<b>Certificates of Deposit</b> Records of deposits made by the college.	Retain for 4 years and until audited, then destroy.
10.)	<b>Meal Tickets Lists</b> Plan chosen by student and student names.	Retain until audited.
11.)	<b>Student Refund Checks</b> Records for returned checks and collection of same.	Retain for 8 years until collected, audited and then destroy.
12.)	<b>Financial Aid Forms</b> Individual forms for students receiving financial aid each semester.	Retain for 8 years and until audited, then destroy.

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FROSTBURG STATE UNIVERSITY

ASSOCIATE VP FOR FINANCE

Agency

Division

Item No.	Description	Retention
1.)	General Correspondence	Retain 3 years until audit, then destroy.
2.)	Budget Information, Budget Amendments, Budget Requests	Retain 3 years until audit, then destroy.
3.)	Closing Reports	Retain 3 years until audit, then destroy.
4.)	UBIT Reports	Retain 10 years, then destroy.

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## RECORDS RETENTION AND DISPOSAL SCHEDULE

FROSTBURG STATE UNIVERSITY

ATHLETICS

Agency

Division

Item No.	Description	Retention
1.)	Athletic camp brochures (registration forms), receipt books and completed liability forms.	Retain for 3 years until audited, then destroy.

# Frostburg State University

## RECORDS RETENTION AND DISPOSAL SCHEDULE

FROSTBURG STATE UNIVERSITY

BOOKSTORE

Agency

Division

Item No.	Description	Retention
1.)	Inventory Records	Retain for 3 years until audited, then destroy.
2.)	Receiving Reports	Retain for 3 years until audited, then destroy.
3.)	Cash Registers Reports/Deposits	Retain for 3 years until audited, then destroy.
4.)	Purchase Orders	Retain for 3 years until audited, then destroy.
5.)	Invoices	Retain for 3 years until audited, then destroy.

# Frostburg State University

## RECORDS RETENTION AND DISPOSAL SCHEDULE

FROSTBURG STATE UNIVERSITY

CENTRAL RECEIVING

Agency

Division

Item No.	Description	Retention
1.)	Withdrawal Tickets	7 Years until audited, then destroy.
2.)	Daily reports of Goods Received and Delivered	7 Years until audited, then destroy.
3.)	Receiving Reports	7 Years until audited, then destroy.
4.)	Inventory Printouts of Supplies on hand, with- drawals, purchases, and reorders.	3 Years until audited, then destroy.



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## RECORDS RETENTION AND DISPOSAL SCHEDULE

FROSTBURG STATE UNIVERSITY

COLLECTIONS

Agency

Division

Item No.	Description	Retention
1.)	<b>Outstanding Accounts</b> Individual file for each account sent to Central Collection Agency, each file has copies of original statement of account, past due notices, and copies of all correspondence, original student loans, miscellaneous bills, etc.	Retain until collections have been made in full or until abated by the agency.

# Frostburg State University

## RECORDS RETENTION AND DISPOSAL SCHEDULE

FROSTBURG STATE UNIVERSITY

PAYROLL

Agency

Division

Item No.	Description	Retention
1.)	Contractual Payroll: CPB 311 T forms-State funds	Retain for 3 years until audited, then destroy.
2.)	Student time sheets-State funds	Retain for 3 years until audited, then destroy.
3.)	Employee time sheets-State funds	Retain for 3 years until audited, then destroy.
4.)	CPB 311 T forms-Federal funds	Retain for 7 years until audited, then destroy.
5.)	Student time sheets-Federal funds	Retain for 7 years until audited, then destroy.
6.)	Employee time sheets-Federal funds	Retain for 7 years until audited, then destroy.
7.)	Authorizations and Documentation	Retain for 7 years until audited, then destroy.
8.)	Check Pickup Forms and Authorization Forms	Retain for 3 years until audited, then destroy.

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## RECORDS RETENTION AND DISPOSAL SCHEDULE

FROSTBURG STATE UNIVERSITY

PURCHASING

Agency

Division

Item No.	Description	Retention
1.)	Purchase Orders: numerical copy of purchase order form.	Retain for 7 years until audited, then destroy.
2.)	Purchase Orders: Requisitions, acknowledgements, bids, awards, etc. 1972-78	Retain for 7 years until audited, then destroy.
3.)	Capital Funds Requisition Forms: used for requesting items to be charged to capital funds only.	Retain for 7 years after capital funds have been depleted, then destroy.
4.)	Annual Reports of Fixed Assets.	Retain for 7 years, then destroy.