

**International Programs
Accounts & Budgets
Official Records Retention Schedule
(Contact person: Kathy O'Malley: 5-1441)**

DESCRIPTION	CUSTODIAN	RETENTION REQUIREMENTS (yrs)			OFFICIAL?	CONFIDENTIAL?	VITAL?	CURRENT RECORD FORMAT	DUPLICATED ELSEWHERE?	SAFEGUARD MEASURES CURRENTLY IN PLACE
		LEGAL	ACTIVE	NON-ACTIVE						
BACKUP DOCUMENTATION										
Blue Requisition	IP - A/B		CY + 3*		Yes	No	No	Paper	No	
Change Voucher	IP - A/B		CY + 3*		Yes	No	No	Paper	No	
Document Center Request	IP - A/B		CY + 3*		Yes	No	No	Paper	No	
Freight	IP - A/B		CY + 3*		Yes	No	No	Paper	No	
General Stores/Corp Exp	IP - A/B		CY + 3*		Yes	No	No	Paper	No	
Non-PO Voucher & Invoice	IP - A/B		CY + 3*		Yes	No	No	Paper	No	
Procurement Card Voucher	IP - A/B		CY + 3*		Yes	No	No	Paper	No	
Purchase Order	IP - A/B		CY + 3*		Yes	No	No	Paper	No	
Report of Money Received	IP - A/B		CY + 3*		Yes	No	No	Paper	No	
BUDGETS										
CLA Budget Documents	IP - A/B		CY + 3*		Yes	No	Yes	Paper/PC	Yes	
GCB Budget Documents	IP - A/B		CY + 3*		Yes	No	Yes	Paper/PC	Yes	
IP Budget Documents	IP - A/B		CY + 3*		Yes	No	Yes	Paper/PC	Yes	
Provost Budget Documents	IP - A/B		CY + 3*		Yes	No	Yes	Paper/PC	Yes	
COST DISTRIBUTIONS										
IC Copier Usage	IP - A/B		CY + 2		Yes	No	Yes	Paper	Yes	
Long Distance Tel/Fax	IP - A/B		CY + 2		Yes	No	Yes	Paper	Yes	
CORRESPONDENCE										
E-Mail	IP - A/B	3	CY + 1		Yes	No	No	PC	Yes	
M Copy Codes	IP - A/B	3	CY + 2		Yes	No	No	PC	Yes	
Mail Codes	IP - A/B	3	CY + 2		Yes	No	No	PC	Yes	
Office Correspondence	IP - A/B	3	CY + 2		Yes	No	No	Paper	Yes	
RECONCILING REPORTS										
SOA Monthly Recon	IP - A/B		CY + 2		Yes	No	Yes	Paper/PC	No	
UIF Recon	IP - A/B		CY + 2		Yes	No	Yes	Paper/PC	No	
OTHER										
Delegation of Signature Authority	IP - A/B				Yes	No	Yes	Paper	Yes	
IP Accounting Manual	IP - A/B				Yes	No	No	Paper/PC	Yes	
IP Website Form Templates	IP - A/B				Yes	No	No	Paper/PC	No	

CY = Current Year

* Required and not suggested.

Effective: 7/1/01

7/2/01