

Accounts Payable Records Retention Schedule

(Contact person: Deb Zumbach: 5-3815)

DESCRIPTION	CUSTODIAN	RETENTION REQUIREMENTS (yrs.)			OFFICIAL?	CONFID.?	VITAL?	CURRENT RECORD FORMAT	DUPLICATED ELSEWHERE?	SAFEGUARD MEASURES CURRENTLY IN PLACE?
		LEGAL	ACTIVE	NON-ACTIVE						
		(CY: Current Yr)								
1. Payment on POMS Invoices & Vouchers	A/P	State-3 Federal-3	CY + 1	2	Yes	No	Yes	Mainframe, Microfiche	Yes	Daily microfiche of activity; backup microfilm at JH
2. Vouchers & Invoices (before 1/1/98)	A/P	State-3 Federal-3	CY + 1	2	Yes	No	Yes	Mainframe, Microfiche	Yes	Microfilmed weekly; backup microfilm at JH
2a. Vouchers & Invoices < \$10,000 (after 1/1/98)	Receiving Department	State-3 Federal-3	CY + 3		No	No	Yes	Paper, Microfilm	Yes *	Non-final copy with A/P
2a. Vouchers & Invoices > \$10,000 (after 1/1/98)	A/P	State-3 Federal-3	CY + 6		Yes	No	Yes	Paper, Microfilm	Yes *	Microfilmed weekly; backup microfilm at JH
3. Credits w/ Purchase Orders	A/P	State-3 Federal-3	CY + 1	2	Yes	No	Yes	Mainframe, Microfiche	Yes	Daily microfiche of activity; backup microfilm at JH; credit reports microfilmed monthly w/ duplicates at IMU Bookstore
4. Non-Purchase Order Credits	A/P	State-3 Federal-3	CY + 1	2	Yes	No	Yes	Paper, Mainframe	Yes	Credit report-monthly; copy to IMU Bookstore
5. Correspondence, Statements, Reports, agreements	A/P	State-3 Federal-3	CY + 1	2	Yes	No	Varies	Paper	No	Some reports PC/ Juno Server
Office Correspondence of an Official Nature	A/P	State-3 Federal-3	Permanent		Yes	No	No	Paper, PC		
NOTES:										
1) The retention period for convenience copies is 3 years which is a guideline and not a requirement.										
2) The custodian has official responsibility for retention and disposition of the record.										
3) An "Official Record" is the single official copy of a document maintained on file by an administrative unit of FUS which is usually, but not always, the original. Convenience copies are not official records.										
4) A "Confidential Record" is unavailable to the general public unless otherwise ordered by court, by the lawful custodian or by another person duly authorized. Medical, student and personnel files are examples.										
5) A "Vital Record" is one which is absolutely essential in order to continue doing business or to preserve the rights of the unit, its employees and the general public.										
6) "Office Correspondence of an Official Nature" refers to policies, procedures, reports (internal or external), etc. that are used in the administration and management of the department and that should be memorialized.										