

## Cashier's Office Records Retention Schedule

(Contact person: Marty Miller: 5-0067)

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. Gen. Ledger Trans. (electronic format)	Accounting Services	N/A	CY + 3	1	No	No	Yes	PC	Yes	Server backed up on a daily basis; Hard copy of SA1 GL statements
2. Dept. Payup info.	Cashier's Office	State-3 Federal-3	CY + 3	1	Yes	Yes	Yes	ADP Server	Yes	Hardcopy of payup info.; microfiche copy
3. Dept. Reconciliations	Cashier's Office	State-3 Federal-3	CY + 3	1	Yes	No	No	L: drive	Yes	Server backed up on a daily basis; Hard copy printed; saved to disk periodically
4. Athletic Award info.	Award-Athletics; Disburse-Cashiers	N/A	CY + 5	1	No	Yes	Yes	Paper, L: Drive	Yes	Once info. is entered to server, server is backed up daily; copy to athletics
5. Billing Payup info.	Cashier's Office	State-3 Federal-3	CY + 2	1	Yes	No	Yes	Paper	No (?)	Records routed to several different people
6. Deferred Billing documentation	Cashier's Office	State-3 Federal-3	CY + 5	5	Yes	Yes	No	Paper, L: Drive	Paper isn't	Server backed up. Copy of correspondence in several locations
7. Scholarship Award info. (source of funds is external of UI)	Cashier's Office	State-3 Federal-3	CY + 5	1	Yes	Yes	No	Paper	Yes	Used as backup to what is entered on-line.
8. Scholarship Award info. (source of funds is internal of UI)	Treasurer's Office	N/A	CY + 5	1	No	Yes	No	Paper	Treasurer's Office	Used as backup to what is entered on-line.
9. Payroll withhold authorization cards	Cashier's Office	State-3 Federal-3	Permanent	Permanent	Yes	Yes	No	Paper	No	Backup to online data.
10. Student-non-student correspondence-current & collection	Cashier's Office	State-3 Federal-3	Permanent	Permanent	No	Yes	No	Paper	No	Make any vital info. available on-line.
11. Bank Deposit info.	Treasurer's Office	N/A	CY + 1	1	No	No	No	Paper		Stored in safe
12. Daily Cash Recons	Cashier's Office	State-3 Federal-3	CY + 1	1	Yes	No	No	Paper, L: Drive	Paper isn't	Current month activity stored in safe
13. Monthly recons-ATM-collection agency-misc.	Cashier's Office	State-3 Federal-3	CY + 5	1	Yes	No	No	L: Drive	Yes	Server backup
14. FIRE deposits	Cashier's Office	State-3 Federal-3	CY + 1	1	Yes	Yes	No	Paper	Yes-GL and microfiche	Duplicated on microfiche

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15. FIRE microfiche-ARTS microfiche	Cashier's Office	State-3 Federal-3	Permanent	Perman-ent	No	Yes	Yes	Microfiche	Yes	Mainframe backup
Office Correspondence of an Official Nature	Cashier's Office	State-3 Federal-3	Permanent		Yes	No	No	Paper, PC		
<b>NOTES:</b>										
The confidential records listed here are considered student records.										
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.										