

Andrews University
 RECORDS RETENTION SCHEDULE (RRS)

AUARC Use only
 RG

ACCOUNTING AND AUDITING RECORDS

This records retention schedule will apply to the Andrews University campus and all of its affiliated institutions. Records disposition may not take place if there is an open records request, or if there is pending litigation or audit involving these records.

TRAINING AND ASSISTANCE: The staff of the Andrews University Archives and Records Center will provide training and assistance with the implementation of this personnel records schedule.

CONFIDENTIALITY: All record series that are transferred to the AUARC are treated as confidential with the exception of official Andrews University publications and those items that are designated as open records by the individual and/or office of origin.

APPROVALS: This document has been created for the office of the Legal Council from a Records Retention Schedule approved by the AUARC and the AUARC Committee.

CODES:

Retention in Office: 00 = years, U = useful life in office/period of reference value
 Retention at RC/AHC: PERM = Permanent, 00 = years
 Disposal: Archives = University Archives, AHC = Adventist Heritage Center
 D = discard/shred/erase, R = review with AURC for PERM in RC, Archives or AHC, or D

<u>Title of Record Series</u>	<u>Retention in Office</u>	<u>Retention in RC</u>	<u>Final Disposal</u>	<u>Comments</u>
<u>Accounts Payable Invoices</u>	6	----	D	
<u>Audit Reports</u>	6	PERM	----	Auditor's management letters.
<u>Bank Statements and Reconciliations</u>	6	----	D	
<u>Budgets</u>	4	----	D	Note: See <u>Ledgers, General</u> for yearly budget.
<u>Building Records</u>	U +5	----	D	
<u>Capital Asset Records</u>	U +5	PERM	----	
<u>Cash Receipts</u>	6	----	D	
<u>Check Register</u>	6	---	D	
<u>Checks, General</u> (canceled)	6	----	D	
<u>Checks, Payroll</u> (canceled)	4	----	D	
<u>Deposit Books and Tickets</u>	2	----	D	
<u>Equipment Records</u>	U +5	----	D	Note: Keep end-of-year report every 10 years. Place in Archives
<u>Expense Reports</u>	5	----	D	
<u>Financial Statements</u> , Interim	2	----	D	
<u>Financial Statements</u> , Audited	5	----	Archives	

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(continuation sheet)

<u>Title of Record Series</u>	Retention in Office	Retention in RC	Final Disposal	Comments
<u>Insurance Policies</u>	U +6	PERM	----	
<u>Ledgers, Accounts Payable</u>	10	----	D	
<u>Ledgers, Accounts Receivable</u>	10	----	D	
<u>Ledgers, General</u>	10	PERM	----	
<u>Note Register/File</u>	U +2	----	D	
<u>Payroll Registers</u>	5	----	D	
<u>Purchase Orders</u> The original only	7	----	D	
<u>Receipts</u>	4	----	D	
<u>Reconciliations, Organizational Accounts</u>	6	----	D	
<u>Sales Invoices</u>	6	----	D	
<u>Special Audits</u>	6	PERM	----	
<u>Subject/Topical/Reference Files</u>	6	PERM	----	
<u>Tax Records</u>	6	PERM	----	
<u>Trial Balances</u>	U	----	D	Keep until audit.
<u>Vouchers, Journal and Check</u>	6	----	D	
<u>Work Paper, Audit</u> This also includes all correspondence.	6	14 years	D	