

Controller's Office Record Retention Policies

Accident Reports	7 Years / Permanent if liable
Annual Inventory records	7 years
Audit Reports / Financial Statements	Permanent
Audit Workpapers	7 years
Bank Reconciliations and Statements	3 years
Bookstore Daily Cash Sheets	7 years
Budget Modification Forms	1 year
Budget Reports	3 years
Budget Request Forms	3 years
Budget workpapers	3 years
Canceled checks – asset purchases, tax payments, special contracts, etc.	Permanent
Canceled Checks, Payroll and general	8 years / 7 years
Cash Disbursements	7 years
Cash Receipts	7 years
Collection Receipts	Permanent
Contracts and leases	7 years after expiration
Corporate minutes, by-laws and other corporate records	Permanent
Correspondence, general	7 years
Correspondence, Legal and Tax	Permanent
Daily Cashier Reconciliations	7 years
Depreciation Schedules	7 years
Employee Reimbursements	7 years
Food Service Daily Cash Sheets	7 years
General Ledger	Permanent
Government Quarterly Reports	7 years
Immigration Documents	7 years
Independent Contractor payments	7 years
Institutional Cost Analysis	Permanent
Insurance Claims	Permanent
Insurance Policies	Permanent
Internal charges	7 years
Invoices / Check Requests	7 years
IPED/HEGIS Annual Report	Permanent
IRS Audit results	Permanent
Journal Entry Forms	1 year
Long-Range Plan	10 years
Moving Agreements	3 years
Moving Expenses	7 years

Notes and Mortgages	7 years after expiration
Payroll records	7 years
Payroll time cards	5 years
Perkins FISAP Reports	Permanent
Perkins Paid-In-Full Notifications	Permanent
Perkins Year-End Student Loans	Permanent
Petty Cash Vouchers	7 years
Purchase Orders	7 years
Residency Status Questionnaires	7 years
Restricted Account Determination	Permanent
Room & Standing Deposit Reports	7 years
Sales Tax Returns	7 years
Shipping and Receiving reports	3 years
Statements, Certified	Permanent
Student Accounts	7 years
Tax Returns	Permanent
Tax Return workpapers	Permanent
Trial balances	7 years
Trustee Investment Reports	3 years
Unemployment tax returns	7 years
Vendor workpapers	7 years
Withholding tax returns and statements	7 years