

Subject: Retention of Records	Author: University Archives/Controller's Office
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The provisions of this policy concern the scheduling of financial records for retention and disposal. The scheduling has been coordinated with University Archives.

- A) Grants & Contracts, Files & Correspondence
(5 years)
- B) Daily Cash Receipt Reports
(3 years)
- C) Journal Vouchers
(3 years)
- D) AP Computer Vouchers
(3 years)
- E) Cancelled Checks
(3 years)
- F) Bank Statements/Reconciliations
(3 years)
- G) Budget Adjustments
(3 years)
- H) Audited Financial Statements
(Permanent)
- I) Bursar Computer Vouchers
(3 years)
- J) Tax Returns
(Permanent)
- K) Bond Documents
(3 years)
- L) Trust Statements
(3 years)
- M) Yearly Quarterly Logs
(3 years)
- N) QCCT Patient Logs
(3 years)