

<b>Subject: Retention of Records</b>	Author:
Effective Date: July 15, 2004	Last Review Date:
Last Revision:	Revised By:
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Approved By:	Page 1 of 1

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)