

<b>Subject: Retention of Records</b>	Author: University Archives/Controller's Office
Effective Date: July 15, 2004	Last Review Date: June 2015
Last Revision: June 2015	Revised By: Anne Rademaker
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The provisions of this policy concern the scheduling of financial records for retention and disposal, absent other specific guidance that may be included in a contract. In the case that a contract requires a longer retention policy, the contract's terms will supersede this policy. The scheduling has been coordinated with University Archives.

- A) Grants & Contracts, Files & Correspondence (5 years after end of grant/contract)
- B) Daily Cash Receipt Reports (3 years)
- C) Journal Vouchers (3 years)
- D) AP Vouchers and Supporting Documentation (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 after final payment)
- L) Trust Statements (3 years after final payment of corresponding bond issue)