

# RECORDS RETENTION AND DISPOSITION SCHEDULE



Dept. of Library, Archives & Public Records  
 RECORDS MANAGEMENT DIVISION  
 1919 West Jefferson Street  
 Phoenix, Arizona 85009  
 255-3741

<input checked="" type="checkbox"/> STATE AGENCY	<input type="checkbox"/> POLITICAL SUBDIVISION	
AGENCY NAME Northern Arizona University	ORG UNIT University Unions & Student Services	PHONE 523-2391
ADDRESS P.O. Box 6026	CITY Flagstaff	AZ ZIP 86011
SUBMITTED BY Carol A. Fenn	TITLE Business Manager	SIGNATURE <i>X</i> <i>Carol A. Fenn</i>

NO.	RECORDS SERIES	RETENTION PERIOD (YRS.)			REMARKS
		OFFICE j	R.C.	TOTAL	
<b>Central Ticketing/Copy Shoppe</b>					
1.	Copy Shoppe Daily Log Sheets	1	2	3	After fiscal year prepared.
2.	Dillard's Reports & Cash Cards	1	2	3	After fiscal year prepared.
3.	Game Reports (reconciliations)	1	2	3	After fiscal year prepared.
4.	Revenue /Expense Records (including purchase orders, receipts, etc.)	1	2	3	After fiscal year prepared.
5.	Ticket Set-up Contracts (including supporting documentation)	1	5	6	After fiscal year prepared.
6.	Ticket Stubs (void, remaining, etc.)	1	2	3	After fiscal year issued.
7.	Transmittals (deposits)	1	2	3	After fiscal year prepared.
<b>Vali-Dine Office/Student Activities</b>					
8.	Board Plan Dumps (daily: by student, by meal)	90 days		90 days	After month prepared.
9.	Board Plan Recap 1 (by meal)	1	4	5	After semester prepared.
10.	Board Plan Recap 2 (by meal)	1	4	5	After fiscal year prepared.
11.	Daily Activity Reports (funds recap)	2	3	5	After fiscal year prepared.
12.	NAUID Card Applications	1* Sem	-	1* Sem	After issued. *Semester
13.	Receipt Books (ID card sales)	1	2	3	After fiscal year prepared.

APPROVED BY: <i>Sharon L. Hornack</i> DIRECTOR, DEPT. OF LIBRARY, ARCHIVES & PUBLIC RECORDS	DATE: <b>JAN 05 1989</b>
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