

# STATE OF ARIZONA

## RECORDS RETENTION AND DISPOSITION SCHEDULE

1 Agency Name:

**Northern Arizona University, Comptroller**

Password:

PAGE 1 OF 2

Pursuant to A.R.S. § 41-1351, the following records retention periods are finite and absolute. They are *not* minimum retention periods or guidelines. Records may be kept beyond their designated retention periods only where required by law or regulation, or if they are involved in current or pending litigation.

No.	RECORDS SERIES	R.S.		RETENTION (YR.)			REMARKS
		Code	Off.	R.C.	Total	(Include start point of retention.)	
	<b>Accounting</b>						
1.	Accounting Records on Microfilm/COM (cash, receipts, claims, activity)		5		5		After fiscal year prepared.
2.	Accounts Receivables Aging		5	-	5		After fiscal year prepared.
3.	Aged Trial Balance summaries (COM)		5	-	5		After fiscal year prepared.
4.	Bank Statements		5	-	5		After fiscal year prepared.
5.	Bonding Documents		5	-	5		After fiscal year prepared.
6.	Cancelled Checks		5	-	5		After fiscal year prepared.
7.	Cash Receipts		5	-	5		After fiscal year prepared.
8.	Check Reconciliations		5	-	5		After fiscal year prepared.
9.	Check Stubs		5	-	5		After fiscal year prepared.
10.	Daily Cash Reports		5	-	5		After fiscal year prepared.
11.	Debit & Credit Memos		5	-	5		After fiscal year prepared.
12.	Financial Reports		10	-	10		After fiscal year prepared.
13.	Financial Reports (work papers)		5	-	5		After fiscal year prepared.
14.	General Correspondence		2	-	2		After fiscal year prepared or received.
15.	Journal Entries		5	-	5		After fiscal year prepared.
16.	Mail Logs		1	-	1		After fiscal year prepared.
17.	Manual Check Requests		3	-	3		After fiscal year prepared.
18.	Monthly CUFFS Reports (activity reports & balance)		2	-	2		After fiscal year prepared.
19.	Refunds		5	-	5		After fiscal year prepared.
20.	Reports from/to Government Agencies		4	-	4		After fiscal year prepared. 29 CFR 404.1225
21.	Special Billings		5	-	5		After fiscal year prepared.
22.	Special Reg. Permits (faculty, staff or family members)		5		5		After fiscal year prepared.
23.	Sponsored Projects Contracts		5		5		After fiscal year prepared.
24.	Sponsored Projects Work Schedules		5	-	5		After fiscal year prepared.
25.	State Reports		5	-	5		After fiscal year prepared.
26.	Telephone Bills		5	-	5		After fiscal year prepared.
27.	U.S. Bonds & Correspondence		3		3		After matured or paid.
	<b>Accounts Payable</b>						
28.	Capital Outlay Claims		5		5		After disposal of asset.
29.	Construction Claims		5	-	5		After fiscal year prepared.
30.	Garage Reports		5	-	5		After fiscal year prepared.
31.	Interdepartmental Billings		5	-	5		After fiscal year prepared.

Supersedes schedule dated: 10-23-92

Approved by:

Approval Date:

**STATE OF ARIZONA**

**RECORDS RETENTION AND DISPOSITION SCHEDULE**

Agency Name: <b>Northern Arizona University, Comptroller</b>	Password:	<b>PAGE 2 OF 2</b>
---	-----------	--------------------

Pursuant to A.R.S. § 41-1351, the following records retention periods are finite and absolute. They are *not* minimum retention periods or guidelines. Records may be kept beyond their designated retention periods only where required by law or regulation, or if they are involved in, current or pending litigation.

No.	RECORDS, SERIES,	R.S. Code	RETENTION Off.	R.C.	Total	(YR.) (Include start point of retention.)	REMARKS
	<b>Accounts Payable, Cont'd</b>						
32.	Job & Work Orders		5		5		After fiscal year prepared.
33.	State/NAU Claims & Invoices Purchasina		5		5		After fiscal year prepared.
34.	Bids		5	-	5		After closed.
35.	Purchase Orders		5	-	5		After fiscal year prepared.
36.	Requests for Bids Payroll		5	-	5		After fiscal year prepared.
37.	Employee Registers		3	-	3		After fiscal year prepared.
38.	Employee Time Sheets		3	-	3		After fiscal year prepared.
39.	Final Calendar Year-to-Date Payroll		5	-	5		After fiscal year prepared.
40.	Final Fiscal Year-to-Date Payroll		5	-	5		After fiscal year prepared.
41.	Individual Student Files (employees)		4	-	4		After fiscal year prepared.
42.	Non-student Employee Files (W-4's, contracts, appointments, deduction authorizations, etc.)		5	-	5		After termination.
43.	Quarterly Reports (COM)		5	-	5		After fiscal year prepared.
44.	Time Card Turnaround Property Control		3	-	3		After fiscal year prepared.
45.	Asset Forms		3	-	3		After fiscal year prepared.
46.	Loss Damage Reports		5	-	5		After resolved.
47.	Movable Asset Listings (capital asset listings-fiche)		1	-	1		After fiscal year superseded.
48.	Physical Inventory Reports		5	-	5		After fiscal year prepared.
49.	Previous Bid Sales/Receipts		5	-	5		After fiscal year prepared.
50.	Property Transfer Forms		3	-	3		After fiscal year property transferred.
51.	Purchase Orders (non-record copies)		1	-	1		After fiscal year prepared.
52.	Year End Financial/Inventory Reports (fiche) Central Collections		3	-	3		After fiscal year superseded
53.	Accounts Receivable Aging Reports		5	-	5		After fiscal year prepared.
54.	Accounts Receivable Collection Documentation		5	-	5		After fiscal year closed
55.	Accounts Receivable Files (print outs)		5	-	5		After fiscal year prepared.
56.	Accounts Receivable Transactions (fiche)		5	-	5		After fiscal year prepared.
57.	Federal Loan Program Documents Activity Tracking		5	-	5		After fiscal year prepared.
58.	CUFS Daily Transaction Files (print outs)		3 mo	-	3 mo		After printed.  Supersedes Schedule dated: 10-23-92

Approved by	Approval Date:
-------------	----------------