

ATTACHMENT A

DESCRIPTION OF RECORDS	MEDIA	Beginning FY	RETENTION / # OF YR'S	COPIED TO CD	PURGE DATE
<u>Accounts Payable</u>					
GF Inv/Pymt Docs	Image	04/05	5 Years	n/a	07/10
ORSP inv/Pymt Docs	Image	04/05	5 Years	07/10	07/10
AP Check Logs	Electronic	04/05	5 Years	n/a	07/10
<u>Bursar's Office</u>					
Installation Plan	Paper	04/05	2 Years	n/a	07/07
	Image	04/05	5 Years	07/10	07/10
Refund Requests	Paper	04/05	2 Years	n/a	07/07
	Image	04/05	5 Years	07/10	07/10
Authorization to Deduct Obligation from FA	Paper	04/05	2 Years	n/a	07/07
	Image	04/05	5 Years	07/10	07/10
Return of Title IV Funds	Paper	04/05	2 Years	n/a	07/07
Payroll Deduction for Parking	Paper	04/05	2 Years	n/a	07/07
	Image	04/05	5 Years	07/10	07/10
Staff/Faculty Application for Parking	Paper	04/05	2 Years	n/a	07/07
	Image	04/05	5 Years	07/10	07/10
Waiver Forms	Paper	04/05	2 Years	n/a	07/07
	Image	04/05	5 Years	07/10	07/10
Cashier's Count and Transfer Receipt	Paper	04/05	2 Years	n/a	07/07
	Image	04/05	5 Years	07/10	07/10
Bank Reconciliation - Core	Paper	04/05	2 Years	n/a	07/07
	Image	04/05	5 Years	07/10	07/10
EPOS Reconciliation	Paper	04/05	2 Years	n/a	07/07
	Image	04/05	5 Years	07/10	07/10
Brinks Pick Up Booklet	Paper	04/05	2 Years	n/a	07/07
	Image	04/05	5 Years	07/10	07/10
Check Prep Request	Paper	04/05	2 Years	n/a	07/07
	Image	04/05	5 Years	07/10	07/10
Stop Payment Request	Paper	04/05	2 Years	n/a	07/07
	Image	04/05	5 Years	07/10	07/10
Petition for Registration Past the Fee Payment Deadline	Paper	04/05	2 Years	n/a	07/07
	Image	04/05	5 Years	07/10	07/10
FABS backup Tape *(tba)					
<u>Financial Reporting</u>					
Chartfield value request forms	Paper/electronic	04/05	4 Years	n/a	07/09
Journal entries (legal)	Paper/electronic	04/05	4 Years	n/a	07/09
	Paper/electronic				
Journal entries (GAAP)	/Image (FY05/06)	04/05	4 Years	07/10	07/09
	Paper/electronic				
GAAP Leadsheets	/Image (FY05/06)	04/05	4 Years	07/10	07/09
Analysis Spreadsheets	Paper/electronic	04/05	4 Years	n/a	07/09
Support Documents	Paper/electronic	04/05	4 Years	n/a	07/09
Financial Statements	Paper/electronic	04/05	4 Years	n/a	07/09
FIRMS submission (i.e. validator reports)	Paper/electronic	04/05	4 Years	n/a	07/09
AM Conversion documents	Paper/electronic	04/05	4 Years	n/a	07/09
<u>Governmental Accounting</u>					
Journal Entries Batches	Paper	04/05	4 Years	n/a	07/09
Recharges Doc-Reprographics	Paper	04/05	5 Years	n/a	07/10
Recharges Doc-Campus Paper	Paper	04/05	5 Years	n/a	07/10
Recharges Doc-Postage	Paper	04/05	5 Years	n/a	07/10
Recharges Doc-Telephone	Paper	04/05	5 Years	n/a	07/10

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Recharges Doc-Tiburon Payroll	Paper	04/05	5 Years	n/a	07/10
Recharges Doc-Library Rapid Copy	Paper	04/05	5 Years	n/a	07/10
Recharges Doc-Fleet Services	Paper	04/05	5 Years	n/a	07/10
Recharges Doc-Utilities	Paper	04/05	5 Years	n/a	07/10
Recharges Doc-Mat & Services	Paper	04/05	5 Years	n/a	07/10
Recharges Doc-Custodial/Cleaning Svcs					
Dishonored Checks Reconciliation	Paper	04/05	5 Years	n/a	07/10
	Paper	04/05	5 Years	n/a	07/10
A/R JE, Credit Memos/Refund Requests					
A/R Paid Invoices (CEL, HSG, GF, SP & T)	Paper	04/05	5 Years	n/a	07/10
A/R Reconciliation Reports (CEL, HSG GF, SP & T)	Paper	04/05	5 Years	n/a	07/10
Written-Off Invoices	Paper	04/05	5 Years	n/a	07/10
Agency Checks	Paper/Image	04/05	10 Years	n/a	07/15
Salary Advance Doc:	Paper	04/05	4 Years	n/a	07/09
Revolving Fund Reconciliation	Paper	04/05	4 Years	n/a	07/09
Bank Reconciliation	Paper	04/05	4 Years	n/a	07/09
Bank Deposit and Accountability	Paper	04/05	4 Years	n/a	07/09
SCO Reconciliation	Paper	04/05	4 Years	n/a	07/09
SCO Cancel Warrant	Paper	04/05	4 Years	n/a	07/09
SCO Payroll Warrant Register Form SM62 (05-02)	Paper	04/05	4 Years	n/a	07/09
<u>Trust Accounting</u>					
<u>Financial/Fiscal Reports & Records</u>					
Federal-Std 269 (Grants & Contracts)	Paper	04/05	3 Years from final expenditure report submission		tbd
Federal-Std 272 (Grants & Contracts)	Paper	04/05	3 Years from final expenditure report submission		tbd
State - Trial Balance	Paper	04/05	2 Years with Audit 4 Years w/o Audit		tba
State - Budget Reports	Paper	04/05	2 Years with Audit 4 Years w/o Audit		tba
State - Statement of Changes in Fund Balance	Paper	04/05	2 Years with Audit 4 Years w/o Audit		tba
State - Statement of Financial Condition	Paper	04/05	2 Years with Audit 4 Years w/o Audit		tba
State - Reconciliation for State Controller's Accounts with Agency	Paper	04/05	2 Years with Audit 4 Years w/o Audit		tba
General and Subsidiary Ledger:	Paper	04/05	2 Years from last entry		tba
Accounts Receivable Aging Report	Paper	04/05	2 Years with Audit 4 Years w/o Audit		tba
Remittance to State Treasury	Paper	04/05	2 Years with Audit 4 Years w/o Audit		tba
Notice of Transfer of Funds	Paper	04/05	2 Years with Audit 4 Years w/o Audit		tba
Escheat of Cancelled Warrants	Paper	04/05	2 Years with Audit 4 Years w/o Audit		tba
Title IV Programs	Paper	04/05	3 Years from end of award year in which the report was submitted, except for Perkins Loan		tba
Perkins Repayment Records	Paper	04/05	3 Years from the date on which the loan is assigned to ED, cancelled or repaid		tba