		RECORDS RETENTION GUIDE	ELINES		
		Revised 3/03			
De const Olicer			- IND/ In		
Record Class	Legend: ACC = Accounting, ADM = Adm LEG = Legal. PAY	inistrative, BUD = Budget, EMP = Employe = Payroll, PUR = Purchasing, RSK = Risk I			
RECORD					
ACC	RECORD NAME Overload Assignment	DESCRIPTION Copies	REQUIREMENTS State	TOTAL TIME Final Audit + 5 years	OFFICE OF RECORD Academic Affairs
	Annual Report	Report	Administrative Decision	Active + 5 Years	Academic Affairs
ADM	Correspondence	General	Administrative Decision	Active + 1 Year	All Offices
ADM	Long Distance Call Detail	Monthly Call Records by Auth No	Administrative Decision	Final Audit +1 Year	All Offices
	Memos Miscellaneous Records	Office Reports	Administrative Decision Administrative Decision	Active + 1 Year Active + 2 Years	All Offices All Offices
	Dept Leave Request	Leave Date & Approval	State	Final Audit + 5 Years	All Offices
EMP	Leave Requests	Leave Date & Approval	State	Final Audit + 7 Years	All Offices
EMP	Personnel Files	Active, Classified & Non-Classified	Administrative Decision	Indefinitely	All Offices
PAY PAY	Electronic Hourly Payroll Electronic Leave Records	Employee Work Record Time Present & Absent	Federal State	Final Audit + 7 Years Final Audit + 7 Years	All Offices All Offices
	Athletic Charges	Charge Sheets Books/Supplies	Administrative Decision	Active + 1 Year	Bookstore
	Book Buyback Receipts	Individual signed cash reg receipt	Administrative Decision	Active + 1 Year	Bookstore
ACC	Cash Receipt	Individual Sales Ticket	Administrative Decision	Active + 1 Year	Bookstore
ACC ACC	Cash Register Report Cash Register Report	Daily Totals All Registers Monthly Cash Sales	Administrative Decision Administrative Decision	Active + 1 Year Active + 1 Year	Bookstore
ACC	Cash Register Tape	Cash Register Detail Tape	Administrative Decision	Active + 1 Year	Bookstore Bookstore
ACC	Concert Ticket	Union Program Ticket Sales	Administrative Decision	Active + 1 Year	Bookstore
ACC	Daily Receipts	Razorback Sales	Administrative Decision	Active + 1 Year	Bookstore
	Departmental (Bill)	Weekly Transfers	State	Final Audit + 5 Years	Bookstore
	Departmental Sales Ticket Deposit Distribution Sheet	Charge Ticket Store copy Daily Bank Funds Deposit	Administrative Decision Administrative Decision	Active + 1 Year Active + 1 Year	Bookstore Bookstore
	Deposit Distribution Sheet	Daily Bank Deposits	Administrative Decision	Active + 1 Year	Bookstore
ACC	Employee Charges	Charge Tickets for Employees	Administrative Decision	Active + 1 Year	Bookstore
	Outside Accounts	Charge tickets & invoices	Administrative Decision	Active +1 Year	Bookstore
	Refund Tickets Rehab Charges	Individual paid out record Tickets for Voc Rehab	Administrative Decision Administrative Decision	Active +1 Year Active +1 Year	Bookstore Bookstore
ACC	Student Deferred Accounts	Charge ticket, Books/Supplies	Administrative Decision	Active +1 Year	Bookstore
ACC	VA Charges	Tickets for Voc Rehab	Administrative Decision	Active +1 Year	Bookstore
	Book Cards	Hard copy of test history	Administrative Decision	Active +1 Year	Bookstore
ADM ADM	Consignment Ticket	Consignment Info	Administrative Decision	Active +1 Year	Bookstore
	Credit Card Dept Verify Form Desk Copy Info	Daily receipts Loaned Textbook ticket	Administrative Decision Administrative Decision	3 Years Active +6 Months	Bookstore Bookstore
	Gift Certificate Record	Logs & Used Certificates	Administrative Decision	1 Year	Bookstore
ADM	Graduation Info	Commencement Regalia	Administrative Decision	1 Year	Bookstore
ADM ADM	Invoice Copies Margin Adjustment	PO Copy, Packing Lists Markdown Sheets	Administrative Decision Administrative Decision	Active +1 Year Active +1 Year	Bookstore
	DBR Reconciliation	Receipts	Administrative Decision	3 Years	Bookstore Bookstore
	DBR Verification	Receipts	Administrative Decision	3 Years	Bookstore
INV	Inventory Records	Physical Merchandise	State	Final Audit + 1 Year	Bookstore
	PO Info (Special)	Detail of Special Charges	Administrative Decision	3 Years	Bookstore
PUR ADM	Purchase Order Text Book Cards	Merchandise for Sale Faculty Text Required	Administrative Decision Administrative Decision	3 Years Active +1 Year	Bookstore Bookstore
	Budget Reports	Bookstore copy	Administrative Decision	10 Years	Bookstore
PAY	Hourly Reports	Bookstore copy	Administrative Decision	Final Audit + 7 Years	Bookstore
	Weekly Salary Time Record	Payroll sheets	Administrative Decision	Termination + 2 Years	Bookstore
PUR ADM	Purchase Order Parts Return Record	Hard Copy Defective Comp Parts Returned	Administrative Decision Administrative Decision	3 Years 6 Months	Bookstore Bookstore (Comp Store)
	Mail Order Cash Register Receipt	Cash Register Receipt	Administrative Decision	Active +1 Year	Bookstore (Raz Shop)
ADM	Mail Order	Order, Ins, Rec, Ticket	Administrative Decision	Active +1 Year	Bookstore (Raz Shop)
	Mail Order Ship Receipt	Bookstore Receipt	Administrative Decision	Active +1 Year	Bookstore (Raz Shop)
	Accounts Payable Voucher Authorization Sheets	Payment Voucher & Invoice Accounts Authorization	State Administrative Decision	Final Audit + 5 Years Active +1 Year	Business Affairs Business Affairs
	Billing Reports (P/L)	Profit & Loss Statements	Administrative Decision	Active +1 Year	Business Affairs
ADM	Office Files	Memos, Reports, Corres	Administrative Decision	Active +1 Year	Business Affairs
	Requisitions, Purchase	Miscellaneous, Legal Expense	Administrative Decision	2 Years	Business Affairs
ADM ADM	Vehicle Reports Vehicle Titles	Quarterly Rept, MV-II & MV-IV Official Title	State	3 Years Disposal	Business Affairs Business Affairs
LEG	Contracts	Miscellaneous Contracts	Administrative Decision	Indefinitely	Business Affairs
LEG	Contracts	Real Property	Administrative Decision	Active + 1 Year	Business Affairs
LEG	Contracts	Vendor Contracts	Administrative Decision	Final Audit + 5 Years	Business Affairs
ADM PUR	Vendor Records Purchase Orders	Bidder list, Fin Statemt, Corres PO, Req, Bids, Bidder List	Administrative Decision State	Final Audit + 5 Years Final Audit +5 Years	Business Affairs Business Affairs
LEG	Accident Report	Notice of Claim Settlement	Administrative Decision	10 Years	Business Affairs
RSK	Claims Made	Claim Forms	State	10 Years	Business Affairs
RSK	Liability Policies	Risk Management	State	25 Years	Business Affairs
RSK ADM	Property Policies ADHE Report	Insurance Report	Administrative Decision Administrative Decision	30 Years 5 Years	Business Affairs Chancellor
ADM ADM	ADHE Report Agendas	Report Board	Administrative Decision Administrative Decision	5 Years Indefinitely	Chancellor
	Board of Trustees	Information	Administrative Decision	Indefinitely	Chancellor
	Minutes	Board	State	Indefinitely	Chancellor
	Miscellaneous ADHE Reports	Report Accounting Reports	Administrative Decision State	5 Years Final Audit +5 Years	Chancellor Computing Services
	Accounting Report Departmental Funds Transfer	Accounting Reports Dept Funds Transfer (Bill)	State	Final Audit +5 Years Final Audit +5 Years	Computing Services Computing Services
	Business Sys Job Requests	Business Sys Job Requests	Administrative Decision	Active +1 Year	Computing Services
ADM	CA Acct Sys Documentation	Old CA Acct System	State	Active +3 Years	Computing Services
ADM ADM	Cntrl M. (Run Requests) CS Acct Sys Printouts (old)	Logs Printout of Acct Sys	Administrative Decision State	Active +1 Year Active +3 Years	Computing Services Computing Services
	Invoices	Travel Invoices (Paid)	State Administrative Decision	Active +3 Years Active +1 Year	Computing Services
ADM		Records	Administrative Decision	Active +1 Year	Computing Services
ADM ADM	Invoices (Travel)	Recolus			
ADM ADM	JCL Files (Programs, old)	JCL Programs	Administrative Decision	Indefinitely	Computing Services
ADM ADM ADM					

ADM					
	Project Files	Program Requiremnts CS Acct	State	Active +2 Years	Computing Services
ADM	Project Records	Research Projects (old)	Administrative Decision	Active +2 Years	Computing Services
ADM	S&P Library Documentation	Old Documentation	Administrative Decision	Active +1 Year	Computing Services
	-	Documentation			
ADM	S&P Programming Documentation		Administrative Decision	Active +1 Year	Computing Services
ADM	SIS Sys Acct Documentation	Old Documentation	State	Final Audit +3 Years	Computing Services
ADM	Student Loan Documentation	Program Documentation	State	Active +3 Years	Computing Services
ADM	Travel Statements	Invoices	Administrative Decision	Active +1 Year	Computing Services
ADM	UofA Programs (Info)	Old Program Information	Administrative Decision	Active +3 Years	Computing Services
ADM	User ID (Printouts)	User ID Numbers	Administrative Decision	Termination or	Computing Services
				Retirement +2 Years	
0110					0
BUD	Departmental Budget	Reports	Administrative Decision	3 Years	Computing Services
EMP	Health, Payroll & Leave	Records	Federal	3 Years	Computing Services
LEG	Contracts	Various	Administrative Decision	Active +1 Year	Computing Services
ACC	Bank Reconciliation	Bank Reconciliation	State	Final Audit + 5 Years	Financial Affairs
ACC	Bond Files	Records of Debt Payment	State	Final Audit + 5 Years	Financial Affairs
ACC	Bond Issues	Active	State	Indefinitely	Financial Affairs
ACC	Bond Issues	Closed	State	Indefinitely	Financial Affairs
ACC	Cancellation Files	Cancellation Invoices	Administrative Decision	Final Audit + 5 Years	Financial Affairs
ACC	Cash Receipts	Documentation of Income	State	Final Audit + 5 Years	Financial Affairs
ACC	Financial Reports	Accounting Documents	State	Final Audit + 5 Years	Financial Affairs
ACC	Financial Reports	Fiscal Year	State	Final Audit + 5 Years	Financial Affairs
ACC	Funds Transfer	Interdepartmental Monthly/Annual	State	Indefinitely - Electronic	Financial Affairs
ACC			State		Financial Affairs
	Grant Accounting	Accounting Records for Grants		5 Years from the date of submission of the final report	
ACC	Grant Property Reports	Report of Prop. On Grants	State	5 Years from the date of submission of the final report	Financial Affairs
ACC	IDB File	Interdepartmental Billing	State	Indefinitely - Electronic	Financial Affairs
ACC	IDB File	IDB Form with Daily Mail Charges	State	Indefinitely - Electronic	Financial Affairs
ACC	Invoices - TVIS & JE	Interdepartmental All Offices	State	Indefinitely - Electronic	Financial Affairs
ACC	Journal Vouchers - GJIM	Accounting Entry Documents	State	Indefinitely - Electronic	Financial Affairs
ACC				-	
	Microfiche	Accounting Documentatio (Grants)	Federal & State	Indefinitely	Financial Affairs
ACC	Misc. Records	Various Financial Records	State	Final Audit + 5 Years	Financial Affairs
ACC	Misc. Financial Record	Various Records on Property	State	Final Audit + 5 Years	Financial Affairs
ACC	Plant Funds	Property Records	State	Final Audit + 5 Years	Financial Affairs
ADM	Cost Center Listings	Alpha Listing of Cost Centers	State	Indefinitely - Electronic	Financial Affairs
ADM	Invoices	Interdepartmental Invoices	Administrative Decision	Indefinitely - Electronic	Financial Affairs
ADM	Signature Cards	Authorization Cards	Administrative Decision	Final Audit + 5 Years	Financial Affairs
BUD	Bookcase Budget	The Printed Budget (Copy Only)	Administrative Decision	Active + 3 Years	Financial Affairs
BUD	Budget	Information	Administrative Decision	Active + 3 Years	Financial Affairs
BUD	Budget Supplement	Budget	Administrative Decision	Indefinitely	Financial Affairs
BUD	DBR (Financial Budget)	Report	State	Indefinitely - Electronic	Financial Affairs
BUD	IDB Files		State	Indefinitely - Electronic	
		IDB Form with Daily Mail Charges		-	Financial Affairs
INV	Property Inventory	State Property Inventory	State	5 Years	Financial Affairs
LEG	Appraisals	Property	Administrative Decision	5 Years	Financial Affairs
LEG	Capital Lease Files	Record of Lease Purchases	Administrative Decision	Indefinitely	Financial Affairs
LEG	Legal Abstracts	Abstracts	State	Indefinitely	Financial Affairs
LEG	Misc. Property Records	Various Records on Property	Administrative Decision	Disposal	Financial Affairs
LEG	Property Closings	Deeds & Abstracts	Administrative Decision	Indefinitely	Financial Affairs
LEG	Freedom of Information	Files	State	Till Replaced	General Counsel
LEG	Lawsuit	Legal File	State	Indefinitely	General Counsel
ADM	A-8 Form	Employers 1st report of Injury	Federal & State	30 Years	Human Resourses
ADM	Cumulative Annuity Report	Premium Activity	Administrative Decision	Indefinitely	Human Resourses
ADM		Retirement Reporting	Administrative Decision	3 Years	
	Master Report				Human Resourses
ADM	Monthly Premium	Retirement Reporting	Administrative Decision	1 Year	Human Resourses
ADM ADM	Monthly Premium Payroll Training Info	Retirement Reporting Packet & Exm. of Training	Administrative Decision Administrative Decision	1 Year Indefinitely	Human Resourses Human Resourses
ADM	Monthly Premium	Retirement Reporting	Administrative Decision	1 Year	Human Resourses
ADM ADM	Monthly Premium Payroll Training Info	Retirement Reporting Packet & Exm. of Training	Administrative Decision Administrative Decision	1 Year Indefinitely	Human Resourses Human Resourses
ADM ADM ADM BUD	Monthly Premium Payroll Training Info Run Requests Budget Books	Retirement Reporting Packet & Exm. of Training Computing Services Requests Budget Source	Administrative Decision Administrative Decision Administrative Decision State	1 Year Indefinitely Active +1 Year Indefinitely	Human Resourses Human Resourses Human Resourses Human Resourses
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ADM ADM BUD BUD EMP EMP	Monthly Premium Payroll Training Info Run Requests Budget Books Budget Materials A-15 Form A-29 Form	Retirement Reporting Packet & Exm. of Training Computing Services Requests Budget Source Budget Source (Active PAF) Employer's Support Rpt of Injury Employee Accident Notice	Administrative Decision Administrative Decision Administrative Decision State Administrative Decision & State State Federal	1 Year Indefinitely Active +1 Year Indefinitely Indefinitely 30 Years 30 Years	Human Resourses Human Resourses Human Resourses Human Resourses Human Resourses Human Resourses Human Resourses
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ADM ADM ADM BUD BUD EMP EMP EMP EMP EMP EMP EMP EMP EMP EMP	Monthly Premium Payroll Training Info Raun Requests Budget Books Budget Materials A-15 Form A-29 Form A-29 Form A-32 Form A-32 Form A-32 Form A-32 Form A-32 Form A-32 Form Affirmative Action Activity Applicant Records Applicant Resume & Other Applicant for Employment Classification Study Reports COBRA Computer Changes Concurrent Employment Crossgrade/Downgrade Req CSRP Cumulative Leave Records Data Edit Desegregation Report Disability Insurance Drug Free Acknowledgement Employee Performance Evaluation Employee Performance Evaluation Employee's A-15 Supp Report Employee Sendification Exceptionally Well Qualified Fiscal Year Records Grievances I 9 Form Inactive Employee Benefits Files Leave Reports Leave Reports Leave Reports	Retirement Reporting Packet & Exm. of Training Computing Services Requests Budget Source Budget Source (Active PAF) Employer's Support Rpt of Injury Employee's Notice of Injury Rept Employeent Study Results Record of Cobra Notification Premium folder for Ins payments Any Changes needed to be made Two-State Jobs Concurrent Position Substitution Form Career Service Recog Pymt Paid Leave Time Data Edit Tum Around Annual Appl for Disability Payment Statement Medical & Life Insurance Multi Page Employers Supp Rpt of Injury Applications Unprocessed Exception to Max Qualification Exception to Max Qualification Exception to Max Qualification Copies of Beneficiaries, etc. Labor Market Survey Departmental Ledger	Administrative Decision Administrative Decision Administrative Decision State Administrative Decision & State State Federal Federal Federal Federal Federal Administrative Decision Administrative Decision Federal Administrative Decision Federal Administrative Decision Administrative Decision Administrative Decision Administrative Decision Administrative Decision Administrative Decision Federal Administrative Decision Federal Administrative Decision Federal Administrative Decision	1 Year Indefinitely Active +1 Year Indefinitely 30 Years 30 Years 30 Years 30 Years 31 Years	Human Resourses Human Resourse

EMP	Leg Count Report	Leg Research Rpt Appts/Seps	State	5 Years	Human Resourses
EMP	Medical Bills	Assorted from Vendors	Administrative Decision	30 Years	Human Resourses
EMP	New Position Request	Request Form (State)	Administrative Decision	2 Years	Human Resourses
EMP	PAF Files	Active, Class & Non-Classified	Administrative Decision	Indefinitely	Human Resourses
EMP	PAF Files	Tor R, Class & Non-Classified	Administrative Decision	Indefinitely	Human Resourses
EMP	Performance Evaluations	Current Year/Multi Page	Administrative Decision	Indefinitely	Human Resourses
EMP	Personnel Data Form	Employee Information	Administrative Decision	2 Years	Human Resourses
EMP	Personnel Files	T or R, Class & Non Classified	State	Indefinitely	Human Resourses
EMP	Physician Report	Doctor's Report	Administrative Decision	30 Years	Human Resourses
EMP	Position Class Questionaire	Job Description Survey	State	2 Years	Human Resourses
EMP	Position Review Determination	Classification Decision	Administrative Decision	7 Years	Human Resourses
EMP	Position Review Request	Reclass or New Position	Administrative Decision	7 Years	Human Resourses
EMP	Position Vacancy Verify Doc	Trans, Adv Per Req, HF, Aff	State	3 Years	Human Resourses
EMP	Premium Payment	Carrier Files	Administrative Decision	Active +1 Year	Human Resourses
EMP	Provisional Request	Soft Funded Position	State	2 Years	Human Resourses
EMP	Reimbursement Form	Reimb for Employee Expenses	State	30 Years	Human Resourses
EMP	Request for Job Audit	Job Audit	Administrative Decision	2 Years	Human Resourses
EMP	Request for Review Staff Position	Position Audit Notification	Administrative Decision	2 Years	Human Resourses
EMP	Retired	Insurance Premium information	Administrative Decision	Till Deceased	Human Resourses
EMP	Retired (Life only)	Benefit Enrollment Form	Administrative Decision	Deceased +7 Years	Human Resourses
EMP	Retired w/Medical & Life Insurance	Benefit Enrollment Form	Administrative Decision	Deceased +7 Years	Human Resourses
EMP	Retirement	Application, Payroll Authorization	Administrative Decision	Deceased	Human Resourses
EMP	Review Determination	Letter of Notification	Administrative Decision	2 Years	Human Resourses
EMP	Salary/Retirement Cards	Amt Emp/Employee Pd per mo	Federal	Indefinitely	Human Resourses
EMP	Statement of Injury Report	Employee's Rpt of Injury	State	30 Years	Human Resourses
EMP	Termination/Exit	Questionaire	Administrative Decision	1 Year	Human Resourses
EMP	Training Materials	Books & Manuals	Administrative Decision	2 Years	Human Resourses
EMP	Travel Reimbursement Form	Mileage Reimb for Employee	Federal & State	30 Years	Human Resourses
EMP					
	Contribution Edit	Flex Benefit Transaction	Administrative Decision	2 Years	Human Resources
PAY	Alien Exempt	Letters of FICS/Fed WH exemp	Federal & State	7 Years	Human Resourses
PAY	Budget Load	Comp runs to Load Budget	Administrative Decision	Final Audit +7 Years	Human Resourses
PAY	Check Writers	Check No each time paid	Administrative Decision	Final Audit +7 Years	Human Resourses
PAY	Computer Runs (on Fiche)	Printout of on-line transactions	State	Final Audit +7 Years	Human Resourses
PAY	Cost Center Number Cross Reference	Authorized Cost Center	Administrative Decision	Indefinitely	Human Resourses
PAY	Deduction Authorization	Employee Deduction Voluntary	Administrative Decision	Termination or Retirement	Human Resourses
PAY	Direct Deposit Cards	Authorization to Deposit	Administrative Decision	Termination or Retirement	Human Resourses
PAY	Doe's	Employee Deduction	Administrative Decision	Termination or Retirement	Human Resourses
PAY	Employee Listing	Master file/Alpha	Administrative Decision	Till Replaced	Human Resourses
PAY	Employee Listing	Masterfile/Social Sec No	Administrative Decision	Till Replaced	Human Resourses
PAY	Employee Verification	Written Employment Verification	Administrative Decision	Final Audit +7 Years	Human Resourses
PAY	Fiche (Pay roll info)	Title Code Recap	Federal	Final Audit +7 Years	Human Resourses
PAY	GLI's	General Ledger Interface	State	Final Audit +5 Years	Human Resourses
PAY	Hourly Payroll	Time sheets & Memos	Federal	Final Audit +7 Years	Human Resourses
PAY	Load Validate	Comp print of on-line Trans	Administrative Decision	2 Years	Human Resourses
PAY	Microfiche	Accounting Doc (Grants)	Federal & State	Indefinitely	Human Resourses
PAY	Microfiche Payroll	Account Documentation	Federal & State	Indefinitely	Human Resourses
PAY	Misc Current Records	Garnish, Petty Cash	Federal	Final Audit + 7 Years	Human Resourses
PAY	Overtime Supp	Overtime Pay Sheets, Memos	Federal	Final Audit + 7 Years	Human Resourses
PAY	P-Forms	Pavroll Amt & Litle Code Pd	State	Final Audit + 5 Years	Human Resourses
	P-Forms Payroll	Payroll Amt & Title Code Pd	State	Final Audit + 5 Years	Human Resourses
PAY	Payroll	Records	Administrative Decision	Final Audit + 5 Years	Human Resourses
PAY PAY	Payroll Payroll PAF	Records PAF with Payroll Info	Administrative Decision Administrative Decision	Final Audit + 5 Years Indefinitely	Human Resourses Human Resourses
PAY PAY PAY	Payroll Payroll PAF PC's	Records PAF with Payroll Info Payroll Changes	Administrative Decision Administrative Decision Federal	Final Audit + 5 Years Indefinitely Final Audit +7 Years	Human Resourses Human Resourses Human Resourses
PAY PAY PAY PAY	Payroll Payroll PAF PC's PGLI's	Records PAF with Payroll Info Payroll Changes Worksheet to add DOE's to Acct	Administrative Decision Administrative Decision Federal Federal	Final Audit + 5 Years Indefinitely Final Audit +7 Years Indefinitely	Human Resourses Human Resourses Human Resourses Human Resourses
PAY PAY PAY PAY PAY	Payroll Payroll PAF PC's PGL's Refund Authorization	Records PAF with Payroll Info Payroll Changes Worksheet to add DOE's to Acct Auth to Refund Money	Administrative Decision Administrative Decision Federal Federal Federal & State	Final Audit + 5 Years Indefinitely Final Audit +7 Years Indefinitely Indefinitely	Human Resourses Human Resourses Human Resourses Human Resourses Human Resourses
PAY PAY PAY PAY PAY PAY	Payroll Payroll PAF PC's PGLI's Refund Authorization Title Code Recap	Records PAF with Payroll Info Payroll Changes Worksheet to add DOE's to Acct Auth to Refund Money Employee by Title	Administrative Decision Administrative Decision Federal Federal Federal & State Federal	Final Audit + 5 Years Indefinitely Final Audit +7 Years Indefinitely Indefinitely Final Audit +7 Years	Human Resourses Human Resourses Human Resourses Human Resourses
PAY PAY PAY PAY PAY	Payroll Payroll PAF PC's PGL's Refund Authorization	Records PAF with Payroll Info Payroll Changes Worksheet to add DOE's to Acct Auth to Refund Money	Administrative Decision Administrative Decision Federal Federal Federal & State	Final Audit + 5 Years Indefinitely Final Audit +7 Years Indefinitely Indefinitely	Human Resourses Human Resourses Human Resourses Human Resourses Human Resourses
PAY PAY PAY PAY PAY PAY	Payroll Payroll PAF PC's PGLI's Refund Authorization Title Code Recap	Records PAF with Payroll Info Payroll Changes Worksheet to add DOE's to Acct Auth to Refund Money Employee by Title	Administrative Decision Administrative Decision Federal Federal Federal & State Federal	Final Audit + 5 Years Indefinitely Final Audit +7 Years Indefinitely Indefinitely Final Audit +7 Years	Human Resourses Human Resourses Human Resourses Human Resourses Human Resourses Human Resourses
PAY PAY PAY PAY PAY PAY PAY	Payroll Payroll PAF PC's PGLI's Refund Authorization Title Code Recap Vouchers	Records PAF with Payroll Info Payroll Changes Worksheet to add DOE's to Acct Auth to Refund Money Employee by Title Pay Records Produced /Payroll	Administrative Decision Administrative Decision Federal Federal Federal & State Federal Federal	Final Audit + 5 Years Indefinitely Final Audit +7 Years Indefinitely Indefinitely Final Audit +7 Years Final Audit +7 Years	Human Resourses Human Resourses Human Resourses Human Resourses Human Resourses Human Resourses Human Resourses
PAY PAY PAY PAY PAY PAY PAY	Payroll Payroll PAF PC's PGL's PGL's Refund Authorization Title Code Recap Vouchers W-2 Audit Report	Records PAF with Payroll Info Payroll Changes Worksheet to add DOE's to Acct Auth to Refund Money Employee by Title Pay Records Produced /Payroll Fiche Record of W-2 by Emp	Administrative Decision Administrative Decision Federal Federal Federal & State Federal Federal Federal Federal	Final Audit + 5 Years Indefinitely Final Audit +7 Years Indefinitely Indefinitely Final Audit +7 Years Final Audit +7 Years 7 Years	Human Resourses Human Resourses Human Resourses Human Resourses Human Resourses Human Resourses Human Resourses Human Resourses
PAY PAY PAY PAY PAY PAY PAY PAY	Payroll Payroll PAF PC's PGLI's Refund Authorization Title Code Recap Vouchers W-2 Audit Report W-4's, W-5's Wage Rates	Records PAF with Payroll Info Payroll Changes Worksheet to add DDE's to Acct Auth to Refund Money Employee by Title Pay Records Produced /Payroll Fiche Record of W-2 by Emp Employee Original W-4's WRA's from Departments	Administrative Decision Administrative Decision Federal Federal & State Federal & State Federal & State Federal & State Federal	Final Audit + 5 Years Indefinitely Final Audit +7 Years Indefinitely Indefinitely Final Audit +7 Years Final Audit +7 Years 7 Years Termination + 4 Years	Human Resourses Human Resourses Human Resourses Human Resourses Human Resourses Human Resourses Human Resourses Human Resourses Human Resourses
PAY PAY PAY PAY PAY PAY PAY PAY PAY	Payroll Payroll PAF PC's PGL's Refund Authorization Title Code Recap Vouchers W-2 Audit Report W-2 Audit Report W-4's, W-5's	Records PAF with Payroll Info Payroll Changes Worksheet to add DOE's to Acct Auth to Refund Money Employee by Title Pay Records Produced /Payroll Fiche Record of W-2 by Emp Employee Original W-4's WRA's from Departments Employee Report	Administrative Decision Administrative Decision Federal Federal Federal & State Federal Federal Federal Federal Administrative Decision	Final Audit + 5 Years Indefinitely Final Audit +7 Years Indefinitely Final Audit +7 Years Final Audit +7 Years 7 Years 7 Years Termination + 4 Years Indefinitely 30 Years	Human Resourses Human Resourses Human Resourses Human Resourses Human Resourses Human Resourses Human Resourses Human Resourses Human Resourses Human Resourses
PAY PAY PAY PAY PAY PAY PAY PAY PAY PAY	Payroll Payroll PAF PC's PGL's Refund Authorization Title Code Recap Vouchers W-2 Audit Report W-2 Audit Report W-4's, W-5's Wage Rates Injury Report (Employee) Insurance	Records PAF with Payroll Info Payroll Changes Worksheet to add DOE's to Acct Auth to Refund Money Employee by Title Pay Records Produced /Payroll Fiche Record of W-2 by Emp Employee Original W-4's WRA's from Departments Employee Report Ins Change Documents	Administrative Decision Administrative Decision Federal Federal Federal & State Federal Federal Federal & State Federal Administrative Decision Administrative Decision Other	Final Audit + 5 Years Indefinitely Final Audit +7 Years Indefinitely Indefinitely Final Audit +7 Years Final Audit +7 Years 7 Years Termination + 4 Years Indefinitely 30 Years Final Audit or 7 Years	Human Resourses Human Resourses
PAY PAY PAY PAY PAY PAY PAY PAY PAY RSK RSK RSK	Payroll Payroll PAF PC's PCI's PGL's Refund Authorization Title Code Recap Vouchers V-2 Audit Report W-2 Audit Report Medical Bills	Records PAF with Payroll Info Payroll Changes Worksheet to add DOE's to Acct Auth to Refund Money Employee by Title Pay Records Produced /Payroll Fiche Record of W-2 by Emp Employee Original W-4's WRA's from Departments Employee Report Ins Change Documents Assorted from Vendors	Administrative Decision Administrative Decision Federal Federal & State Federal & State Federal & State Federal & State Federal & State Administrative Decision Other Administrative Decision	Final Audit + 5 Years Indefinitely Final Audit +7 Years Indefinitely Indefinitely Final Audit +7 Years Final Audit +7 Years 7 Years Termination + 4 Years Indefinitely 30 Years Final Audit or 7 Years 30 Years	Human Resourses
PAY PAY PAY PAY PAY PAY PAY PAY PAY RSK RSK RSK	Payroll Payroll PAF PC's PGL's PGL's Refund Authorization Title Code Recap Vouchers W-2 Audit Report W-2 Audit Report W-4's, W-5's Wage Rates Injury Report (Employee) Insurance Medical Bills Physicians Report	Records PAF with Payroll Info Payroll Changes Worksheet to add DOE's to Acct Auth to Refund Money Employee by Title Pay Records Produced /Payroll Fiche Record of W-2 by Emp Employee Original W-4's WRA's from Departments Employee Report Ins Change Documents Assorted from Vendors Doctors Reports	Administrative Decision Administrative Decision Federal Federal Federal & State Federal & State Federal Administrative Decision Administrative Decision Other Administrative Decision Federal & State	Final Audit + 5 Years Indefinitely Final Audit + 7 Years Indefinitely Indefinitely Final Audit + 7 Years Final Audit + 7 Years 7 Years Termination + 4 Years Indefinitely 30 Years Final Audit or 7 Years 30 Years 30 Years	Human Resourses
PAY PAY PAY PAY PAY PAY PAY PAY PAY RSK RSK RSK RSK RSK	Payroll Payroll PAF PC's PGL's PGL's Refund Authorization Title Code Recap Vouchers W-2 Audit Report W-4's, W-5's Wage Rates Injury Report (Employee) Insurance Medical Bills Physicians Report UofA Employee	Records PAF with Payroll Info Payroll Changes Worksheet to add DOE's to Acct Auth to Refund Money Employee by Title Pay Records Produced /Payroll Fiche Record of W-2 by Emp Employee Original W-4's WRA's from Departments Employee Report Ins Change Documents Assorted from Vendors Doctors Reports Employee Report Employee Report	Administrative Decision Administrative Decision Federal Federal Federal & State Federal Federal & State Federal Administrative Decision Other Administrative Decision Federal & State	Final Audit + 5 Years Indefinitely Final Audit +7 Years Indefinitely Final Audit +7 Years Final Audit +7 Years 7 Years 7 Years Termination + 4 Years Indefinitely 30 Years 30 Years 30 Years 30 Years	Human Resourses Human Resourses
PAY PAY PAY PAY PAY PAY PAY PAY PAY PAY	Payroll Payroll PAF PC's PGL's PGL's PGL's Refund Authorization Title Code Recap Vouchers W-2 Audit Report W-2 Audit Report W-2 Audit Report W-2 Audit Report Injury Report Employee Balance Packet	Records PAF with Payroll Info Payroll Changes Worksheet to add DOE's to Acct Auth to Refund Money Employee by Title Pay Records Produced /Payroll Fiche Record of W-2 by Emp Employee Original W-4's WRA's from Departments Employee Report Ins Change Documents Assorted from Vendors Doctors Reports Employee Report Balance Sheets w/Attachments	Administrative Decision Administrative Decision Federal Federal Federal & State Federal Federal & State Federal & State Federal Administrative Decision Other Administrative Decision Federal & State Administrative Decision Federal & State Administrative Decision Federal	Final Audit + 5 Years Indefinitely Final Audit +7 Years Indefinitely Indefinitely Final Audit +7 Years Final Audit +7 Years 7 Years 7 Years Termination + 4 Years Indefinitely 30 Years 30 Years 30 Years 30 Years 30 Years	Human Resourses
PAY PAY PAY PAY PAY PAY PAY PAY PAY PAY	Payroll Payroll PAF PC's PC's PGL's Refund Authorization Title Code Recap Vouchers W-2 Audit Report W-2 Audit Report W-2 Audit Report W-2 Audit Report W-4's, W-5's Wage Rates Injury Report (Employee) Insurance Medical Bills Physicians Report UofA Employee Balance Packet Federal Reports	Records PAF with Payroll Info Payroll Changes Worksheet to add DOE's to Acct Auth to Refund Money Employee by Title Pay Records Produced /Payroll Fiche Record of W-2 by Emp Employee Original W-4's WRA's from Departments Employee Report Ins Change Documents Assorted from Vendors Doctors Reports Employee Report Balance Sheets w/Attachments Tax Reports	Administrative Decision Administrative Decision Federal Federal & State Federal & State Federal & State Federal & State Federal & State Administrative Decision Other Administrative Decision Federal & State Administrative Decision Federal & State Federal Federal	Final Audit + 5 Years Indefinitely Final Audit + 7 Years Indefinitely Indefinitely Final Audit + 7 Years Final Audit + 7 Years Termination + 4 Years Indefinitely 30 Years Final Audit or 7 Years 30 Years 30 Years 30 Years 10 Year	Human Resourses
PAY PAY PAY PAY PAY PAY PAY PAY PAY PAY	Payroll Payroll PAF PC's PGL'S PGL'S PGL'S Vouchers W-2 Audit Report W-4's, W-5's Wage Rates Injury Report (Employee) Insurance Medical Bills Physicians Report UofA Employee Balance Packet Federal Reports Old Tax Tabs	Records PAF with Payroll Info Payroll Changes Worksheet to add DOE's to Acct Auth to Refund Money Employee by Title Pay Records Produced /Payroll Fiche Record of W-2 by Emp Employee Original W-4's WRA's from Departments Employee Report Ins Change Documents Assorted from Vendors Doctors Reports Employee Report Balance Sheets w/Attachments Tax Reports Tax Documents	Administrative Decision Administrative Decision Federal Federal Federal Federal Federal Federal Administrative Decision Administrative Decision Other Administrative Decision Federal & State Administrative Decision Federal & State Administrative Decision Federal Federal Federal	Final Audit + 5 Years Indefinitely Final Audit +7 Years Indefinitely Indefinitely Final Audit +7 Years Final Audit +7 Years 7 Years 7 Years 7 Years 7 Termination + 4 Years Indefinitely 30 Years 30 Years 30 Years 30 Years 30 Years 1ndefinitely Indefinitely Final Audit or 7 Years	Human Resourses Human Resourses
PAY PAY PAY PAY PAY PAY PAY PAY PAY PAY	Payroll Payroll PAF PC's PGL's PGL's Refund Authorization Title Code Recap Vouchers W-2 Audit Report W-4's, W-5's Wage Rates Injury Report (Employee) Insurance Medical Bills Physicians Report UofA Employee Balance Packet Federal Reports Old Tax Tabs Returned W-2	Records PAF with Payroll Info Payroll Changes Worksheet to add DOE's to Acct Auth to Refund Money Employee by Title Pay Records Produced /Payroll Fiche Record of W-2 by Emp Employee Report Ins Change Documents Assorted from Vendors Doctors Reports Employee Report Balance Sheets w/Attachments Tax Reports Undeliverable W-2 forms	Administrative Decision Administrative Decision Federal Federal Federal & State Federal Federal & State Federal & State Federal Administrative Decision Other Administrative Decision Federal & State Administrative Decision Federal Federal Federal Federal Federal Federal Federal	Final Audit + 5 Years Indefinitely Final Audit +7 Years Indefinitely Indefinitely Final Audit +7 Years Final Audit +7 Years 7 Years Termination + 4 Years Indefinitely 30 Years 30 Years 30 Years 30 Years 30 Years 51 Years 30 Years 7 Years 7 Years 7 Years	Human Resourses
PAY PAY PAY PAY PAY PAY PAY PAY PAY PAY	Payroll Payroll PAF PC's PGL'S PGL'S PGL'S Vouchers W-2 Audit Report W-4's, W-5's Wage Rates Injury Report (Employee) Insurance Medical Bills Physicians Report UofA Employee Balance Packet Federal Reports Old Tax Tabs	Records PAF with Payroll Info Payroll Changes Worksheet to add DOE's to Acct Auth to Refund Money Employee by Title Pay Records Produced /Payroll Fiche Record of W-2 by Emp Employee Original W-4's WRA's from Departments Employee Report Ins Change Documents Assorted from Vendors Doctors Reports Employee Report Balance Sheets w/Attachments Tax Reports Tax Documents	Administrative Decision Administrative Decision Federal Federal Federal Federal Federal Federal Administrative Decision Administrative Decision Other Administrative Decision Federal & State Administrative Decision Federal & State Administrative Decision Federal Federal Federal	Final Audit + 5 Years Indefinitely Final Audit +7 Years Indefinitely Indefinitely Final Audit +7 Years Final Audit +7 Years 7 Years 7 Years 7 Years 7 Termination + 4 Years Indefinitely 30 Years 30 Years 30 Years 30 Years 30 Years 1ndefinitely Indefinitely Final Audit or 7 Years	Human Resourses
PAY PAY PAY PAY PAY PAY PAY PAY PAY PAY	Payroll Payroll PAF PC's PGL's PGL's Refund Authorization Title Code Recap Vouchers W-2 Audit Report W-4's, W-5's Wage Rates Injury Report (Employee) Insurance Medical Bills Physicians Report UofA Employee Balance Packet Federal Reports Old Tax Tabs Returned W-2	Records PAF with Payroll Info Payroll Changes Worksheet to add DOE's to Acct Auth to Refund Money Employee by Title Pay Records Produced /Payroll Fiche Record of W-2 by Emp Employee Report Ins Change Documents Assorted from Vendors Doctors Reports Employee Report Balance Sheets w/Attachments Tax Reports Undeliverable W-2 forms	Administrative Decision Administrative Decision Federal Federal Federal & State Federal Federal & State Federal & State Federal Administrative Decision Other Administrative Decision Federal & State Administrative Decision Federal Federal Federal Federal Federal Federal Federal	Final Audit + 5 Years Indefinitely Final Audit +7 Years Indefinitely Indefinitely Final Audit +7 Years Final Audit +7 Years 7 Years Termination + 4 Years Indefinitely 30 Years 30 Years 30 Years 30 Years 30 Years 51 Years 30 Years 7 Years 7 Years 7 Years	Human Resourses
PAY PAY PAY PAY PAY PAY PAY PAY PAY PAY	Payroll Payroll PAF PC's PCI's PGL's Refund Authorization Title Code Recap Vouchers W-2 Audit Report W-2 Audit Report W-4's, W-5's Wage Rates Injury Report (Employee) Insurance Insurance Medical Bills Physicians Report UofA Employee Balance Packet Federal Reports Old Tax Tabs Returned W-2 Tax Reports (941)	Records PAF with Payroll Info Payroll Changes Worksheet to add DOE's to Acct Auth to Refund Money Employee by Title Pay Records Produced /Payroll Fiche Record of W-2 by Emp Employee Original W-4's WRA's from Departments Employee Report Ins Change Documents Assorted from Vendors Doctors Reports Employee Report Balance Sheets w/Attachments Tax Reports Tax Documents Undeliverable W-2 forms 941/W Supporting Documents	Administrative Decision Administrative Decision Federal Federal Federal & State Federal Federal & State Federal & State Federal & State Administrative Decision Other Administrative Decision Federal & State Administrative Decision Federal & State Federal Federal Federal Federal & State Federal	Final Audit + 5 Years Indefinitely Final Audit +7 Years Indefinitely Indefinitely Final Audit +7 Years Final Audit +7 Years Final Audit +7 Years Termination + 4 Years Indefinitely 30 Years 30 Years 30 Years 30 Years 30 Years Indefinitely Indefinitely Indefinitely Final Audit or 7 Years 7 Years 7 Years 7 Years	Human Resourses
PAY PAY PAY PAY PAY PAY PAY PAY PAY PAY	Payroll Payroll PAF PC's PGL's Refund Authorization Title Code Recap Vouchers W-2 Audit Report W-4's, W-5's W-4's, W-5's W-4's, W-5's Wage Rates Injury Report (Employee) Insurance Medical Bills Physicians Report UofA Employee Balance Packet Federal Reports Old Tax Tabs Returned W-2 Tax Reports (941)	Records PAF with Payroll Info Payroll Changes Worksheet to add DOE's to Acct Auth to Refund Money Employee by Title Pay Records Produced /Payroll Fiche Record of W-2 by Emp Employee Orginal W-4's WRA's from Departments Employee Report Ins Change Documents Assorted from Vendors Doctors Reports Employee Report Balance Sheets w/Attachments Tax Documents Undeliverable W-2 forms 9415/W Supporting Documents 9415/W Supporting Documents	Administrative Decision Administrative Decision Federal Federal Federal Federal Federal Federal Administrative Decision Other Administrative Decision Other Administrative Decision Federal & State Administrative Decision Federal Federal Federal Federal Federal Federal Federal Federal	Final Audit + 5 Years Indefinitely Final Audit +7 Years Indefinitely Final Audit +7 Years Final Audit +7 Years 7 Years 7 Years 7 Years Termination + 4 Years Indefinitely 30 Years 30 Years 30 Years 30 Years Indefinitely Indefinitely Final Audit or 7 Years 7 Years Indefinitely Final Audit or 7 Years 7 Years Indefinitely Indefinitely Indefinitely Indefinitely Indefinitely Indefinitely	Human Resourses Human Resourses
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ADM					
	Housekeeping Order form	Daily Order Forms	Administrative Decision	Active + 1 Year	Physical Plant
ADM	Key Cards	Request for Keys	Administrative Decision	Active + 5 Years	Physical Plant
ADM	Natural Gas Volume Delivery	Monthly Receipts	Administrative Decision	Final Audit + 5 Years	Physical Plant
ADM	Remodel/Alteration Drawing	Campus Project Drawings	Administrative Decision	Indefinitely	Physical Plant
ADM	Scrap Metal Bid	Dept. Bids for Scrap Metal	Administrative Decision	Active + 1 Year	Physical Plant
ADM	Utility Distribution	Auxillary Utility Charges	Administrative Decision	Final Audit + 5 Years	Physical Plant
ADM	Work Orders	Work Request	Administrative Decision	Active + 2 Years	Physical Plant
EMP	Apprentice Agreement	PHPL Emp. Apprent. Train Agree.	Federal	Active + 5 Years	Physical Plant
INV	Item Audit	Inventory Spot Checks	Administrative Decision	1 Year	Physical Plant
INV	Material Ticket	Stock Charge Out Slips	Administrative Decision	3 Years	Physical Plant
INV	New Capital Equipment	New Capital Equip. Inv. Ident.	Administrative Decision	Disposal + 1 Year	Physical Plant
ADM	Radiation Monitoring	All Records Pertaining to Radiation	Federal	Indefinitely	Physical Plant
ADM	Radiation Exposure	All Records Pertaining to Rad Exp	Federal	Indefinitely	Physical Plant
INV	Receiver Report	Attached to Requisition Form	Administrative Decision	3 Years	Physical Plant
INV	Receiving Log	Items Received	Administrative Decision	1 Year	Physical Plant
INV	Receiving Tally	Receipt of Multiple Items	Administrative Decision	1 Year	Physical Plant
INV INV	Recount Sheets	Inventory Counting	Administrative Decision	5 Years	Physical Plant
	Requisitions	Departmental	Administrative Decision	3 Years	Physical Plant
INV INV	Stock Report Warehouse Issues	Req. New Item, Inv. Level Chg.	Administrative Decision Administrative Decision	Indefinitely 2 Years	Physical Plant
LEG	Contracts (Contruction)	Monthly Transaction Summary Document Routing/Approval	Administrative Decision	5 Years	Physical Plant Physical Plant
LEG	Warranties (Contract)	New Const Mech/Elect Warranty	Administrative Decision	5 Years	Physical Plant
LEG					
	Warranties (Roof)	New Construction	Administrative Decision	Indefinitely	Physical Plant
ADM ADM	Box Rental Log (Station Copy)	Transaction Record/Receipt	Administrative Decision	1 Year	Post Office
ADM ADM	Change of Address	Cards Mail Meter Log	Federal Federal	1.5 Years 4 Years	Post Office Post Office
ADM	Meter Registry Log	Daily Transaction Record	Federal	4 Years 1 Year from Audit	Post Office
ADM	POS PS 1412 Form (Daily Record) Registered & Cod Mail Record	Daily Transaction Record Mail Record Reg & Cod	Federal	2 Years	Post Office
ADM	Incoming USPS Insured Record	Mail Reord - # insured	Administrative Decision	2 Years 2 Years	Post Office
ADM	FedEx & UPS Shipment Records	Shipment Record book/forms	Administrative Decision	1.5 Years	Post Office
ADM	Airborne Shipment Records	Shipment Airbills	Administrative Decision	Calendar Year	Post Office
ADM	Arborne Shipment Records Art & Negatives	For Printing Jobs	Administrative Decision	Active + 1 Year	Post Office Printing Services
ADM	Invoice (Departmental)	Departmental Paper/Electronic	Administrative Decision	Active + 3 Years	Printing Services
ADM	Job Ticket Files	Sample Job Tickets	Administrative Decision	1 Year	Printing Services
ADM	Accreditation Files	All Records Pertaining to ACC.	Administrative Decision	Indefinitely	Public Safety
ADM	Card File (Individaul)	Record of Dept. Dealing	Administrative Decision	Indefinitely	Public Safety
ADM	Football Game Files	Records of All Football Sec.	Administrative Decision	4 Years	Public Safety
ADM	Product Files	File of Porducts Used	Administrative Decision	Active + 1 Year	Public Safety
ADM	Security Survey File	Record of Dept. Survey File	Administrative Decision	Active + 1 Year	Public Safety
ADM	Training Files	Training Records	Administrative Decision	Termination or Retirement	Public Safety
ADM	Vehicle Expense Records	Maint. & Gas Records on Veh.	Administrative Decision	Disposal	Public Safety
LEG	Case Reports	Records of Case Reports	Administrative Decision	Indefinitely	Public Safety
LEG	Vehicle Accident Reports	Police Report on Accident	Administrative Decision	Indefinitely	Public Safety
PUR	Purchase Orders	Dept. Purchase Orders	State	Final Audit + 5 Years	Public Safety
ADM	Annual Report	Annual Report Scientific Sup.	Administrative Decision	Active + 2 Years	Purchasing
ADM	Vendors (Suspended)	Listing	Administrative Decision	90 Days	Purchasing
LEG	Contracts (State)	Requisitions	State	Active	Purchasing
					5
PUR	Purchase Orders	Electronic	State	Final Audit + 5 Years	Purchasing
PUR PUR	Purchase Orders Purchase Requisitions	Electronic	State	Final Audit + 5 Years Final Audit + 5 Years	Purchasing Purchasing
	Purchase Requisitions	Electronic			Purchasing
PUR			State	Final Audit + 5 Years	Purchasing Research & Spon Prog
PUR ADM	Purchase Requisitions Annual & Biannual Report	Electronic S&H Copy of Input an Output	State Administrative Decision	Final Audit + 5 Years Indefinitely	Purchasing
PUR ADM ADM	Purchase Requisitions Annual & Biannual Report Bid Preparation & Evaluation	Electronic S&H Copy of Input an Output Hard Copy for DBMS Acquisition	State Administrative Decision State	Final Audit + 5 Years Indefinitely Indefinitely	Purchasing Research & Spon Prog Research & Spon Prog
PUR ADM ADM ADM	Purchase Requisitions Annual & Biannual Report Bid Preparation & Evaluation Database Mgmt Sys	Electronic S&H Copy of Input an Output Hard Copy for DBMS Acquisition Evaluation Information	State Administrative Decision State Administrative Decision	Final Audit + 5 Years Indefinitely Indefinitely Active + 2 Years	Purchasing Research & Spon Prog Research & Spon Prog Research & Spon Prog
PUR ADM ADM ADM ADM	Purchase Requisitions Annual & Biannual Report Bid Preparation & Evaluation Database Mgmt Sys Grant Proposals & Sources Doc	Electronic S&H Copy of Input an Output Hard Copy for DBMS Acquisition Evaluation Information Soft/Hard Copy of Proposal	State Administrative Decision State Administrative Decision Administrative Decision	Final Audit + 5 Years Indefinitely Indefinitely Active +2 Years Active +3 Years from the date of submission of the final report	Purchasing Research & Spon Prog Research & Spon Prog Research & Spon Prog Research & Spon Prog
PUR ADM ADM ADM ADM LEG	Purchase Requisitions Annual & Biannual Report Bid Preparation & Evaluation Database Mgmt Sys Grant Proposals & Sources Doc Patent Materials	Electronic S&H Copy of Input an Output Hard Copy for DBMS Acquisition Evaluation Information Soft/Hard Copy of Proposal Information	State Administrative Decision State Administrative Decision Administrative Decision Administrative Decision	Final Audit + 5 Years Indefinitely Indefinitely Active + 2 Years Active + 3 Years from the date of submission of the final report Indefinitely	Purchasing Research & Spon Prog Research & Spon Prog Research & Spon Prog Research & Spon Prog Research & Spon Prog
PUR ADM ADM ADM LEG ACC	Purchase Requisitions Annual & Biannual Report Bid Preparation & Evaluation Database Mgmt Sys Grant Proposals & Sources Doc Patent Materials Microfiche	Electronic S&H Copy of Input an Output Hard Copy for DBMS Acquisition Evaluation Information Soft/Hard Copy of Proposal Information Accounting Doc. (Grants)	State Administrative Decision State Administrative Decision Administrative Decision Administrative Decision Federal & State	Final Audit + 5 Years Indefinitely Indefinitely Active + 2 Years Active + 2 Years Active + 3 Years from the date of submission of the final report Indefinitely Indefinitely	Purchasing Research & Spon Prog Research & Spon Prog Research & Spon Prog Research & Spon Prog Research & Spon Prog
PUR ADM ADM ADM LEG ACC RSK	Purchase Requisitions Annual & Biannual Report Bid Preparation & Evaluation Database Mgmt Sys Grant Proposals & Sources Doc Patent Materials Microfiche Information Sheets	Electronic S&H Copy of Input an Output Hard Copy for DBMS Acquisition Evaluation Information Soft/Hard Copy of Proposal Information Accounting Doc. (Grants) Information Requested by PECD	State Administrative Decision State Administrative Decision Administrative Decision Administrative Decision Federal & State State	Final Audit + 5 Years Indefinitely Indefinitely Active + 2 Years Active + 3 Years from the date of submission of the final report Indefinitely Indefinitely 30 Years	Purchasing Research & Spon Prog Research & Spon Prog Risk Mgmt & Insurance
PUR ADM ADM ADM LEG ACC RSK ACC ACC ADM	Purchase Requisitions Annual & Biannual Report Bid Preparation & Evaluation Database Mgmt Sys Grant Proposals & Sources Doc Patent Materials Microfiche Information Sheets Ledgers Sales Receipt Inventory Methods	Electronic S&H Copy of Input an Output Hard Copy for DBMS Acquisition Evaluation Information Soft/Hard Copy of Proposal Information Accounting Doc. (Grants) Information Requested by PECD Cash, Inventory, Balance Numbered Sales Tickets Procedures	State Administrative Decision State Administrative Decision Administrative Decision Administrative Decision Federal & State State Administrative Decision Administrative Decision	Final Audit + 5 Years Indefinitely Indefinitely Active + 2 Years Active + 2 Years Active + 3 Years from the date of submission of the final report Indefinitely Indefinitely 30 Years Active + 1 Year Active + 1 Year Active + 1 Year	Purchasing Research & Spon Prog Research & Spon Prog Risk Mgmt & Insurance Scientific Supplies Scientific Supplies
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ADM	Investment	Information	State	Final Audit + 5 Years	Treasurers Office
ADM	Invoices (Monthly)	External Invoices	State	Final Audit + 5 Years	Treasurers Office
ADM	Tuition, Fees	Information	Administrative Decision	10 Years	Treasurers Office
ADM	Files	Committee	Administrative Decision	Active +2 Years	VC/Finance & Admin
ADM	Property, Ideas	Possible Purchase	Administrative Decision	Active + 2 Years	VC/Finance & Admin
ADM	Search Files	Personnel	Federal	3 Years	VC/Finance & Admin
BUD	UAF Budget	The Printed Budget	Administrative Decision	Indefinitely	VC/Finance & Admin
LEG	Contracts	Miscellaneous Contracts	Administrative Decision	Final Audit + 2 Years	VC/Finance & Admin