

RECORDS RETENTION GUIDELINES					
Revised 3/03					
Record Class Legend: ACC = Accounting, ADM = Administrative, BUD = Budget, EMP = Employee, INV = Inventory,					
LEG = Legal, PAY = Payroll, PUR = Purchasing, RSK = Risk Management, TAX = Tax					
RECORD CLASS	RECORD NAME	DESCRIPTION	REQUIREMENTS	TOTAL TIME	OFFICE OF RECORD
ACC	Overload Assignment	Copies	State	Final Audit + 5 years	Academic Affairs
ADM	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
ADM	Memos	Office	Administrative Decision	Active + 1 Year	All Offices
ADM	Miscellaneous Records	Reports	Administrative Decision	Active + 2 Years	All Offices
EMP	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	Electronic Hourly Payroll	Employee Work Record	Federal	Final Audit + 7 Years	All Offices
PAY	Electronic Leave Records	Time Present & Absent	State	Final Audit + 7 Years	All Offices
ACC	Athletic Charges	Charge Sheets Books/Supplies	Administrative Decision	Active + 1 Year	Bookstore
ACC	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	Cash Register Report	Daily Totals All Registers	Administrative Decision	Active + 1 Year	Bookstore
ACC	Cash Register Report	Monthly Cash Sales	Administrative Decision	Active + 1 Year	Bookstore
ACC	Cash Register Tape	Cash Register Detail Tape	Administrative Decision	Active + 1 Year	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
ACC	Departmental (Bill)	Weekly Transfers	State	Final Audit + 5 Years	Bookstore
ACC	Departmental Sales Ticket	Charge Ticket Store copy	Administrative Decision	Active + 1 Year	Bookstore
ACC	Deposit Distribution Sheet	Daily Bank Funds Deposit	Administrative Decision	Active + 1 Year	Bookstore
ACC	Deposit Slips	Daily Bank Deposits	Administrative Decision	Active + 1 Year	Bookstore
ACC	Employee Charges	Charge Tickets for Employees	Administrative Decision	Active + 1 Year	Bookstore
ACC	Outside Accounts	Charge tickets & invoices	Administrative Decision	Active +1 Year	Bookstore
ACC	Refund Tickets	Individual paid out record	Administrative Decision	Active +1 Year	Bookstore
ACC	Rehab Charges	Tickets for Voc Rehab	Administrative Decision	Active +1 Year	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
ADM	Book Cards	Hard copy of test history	Administrative Decision	Active +1 Year	Bookstore
ADM	Consignment Ticket	Consignment Info	Administrative Decision	Active +1 Year	Bookstore
ADM	Credit Card Dept Verify Form	Daily receipts	Administrative Decision	3 Years	Bookstore
ADM	Desk Copy Info	Loaned Textbook ticket	Administrative Decision	Active +6 Months	Bookstore
ADM	Gift Certificate Record	Logs & Used Certificates	Administrative Decision	1 Year	Bookstore
ADM	Graduation Info	Commencement Regalia	Administrative Decision	1 Year	Bookstore
ADM	Invoice Copies	PO Copy, Packing Lists	Administrative Decision	Active +1 Year	Bookstore
ADM	Margin Adjustment	Markdown Sheets	Administrative Decision	Active +1 Year	Bookstore
BUD	DBR Reconciliation	Receipts	Administrative Decision	3 Years	Bookstore
BUD	DBR Verification	Receipts	Administrative Decision	3 Years	Bookstore
INV	Inventory Records	Physical Merchandise	State	Final Audit + 1 Year	Bookstore
PUR	PO Info (Special)	Detail of Special Charges	Administrative Decision	3 Years	Bookstore
PUR	Purchase Order	Merchandise for Sale	Administrative Decision	3 Years	Bookstore
ADM	Text Book Cards	Faculty Text Required	Administrative Decision	Active +1 Year	Bookstore
BUD	Budget Reports	Bookstore copy	Administrative Decision	10 Years	Bookstore
PAY	Hourly Reports	Bookstore copy	Administrative Decision	Final Audit + 7 Years	Bookstore
PAY	Weekly Salary Time Record	Payroll sheets	Administrative Decision	Termination + 2 Years	Bookstore
PUR	Purchase Order	Hard Copy	Administrative Decision	3 Years	Bookstore
ADM	Parts Return Record	Defective Comp Parts Returned	Administrative Decision	6 Months	Bookstore (Comp Store)
ACC	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)
ADM	Mail Order Ship Receipt	Bookstore Receipt	Administrative Decision	Active +1 Year	Bookstore (Raz Shop)
ACC	Accounts Payable Voucher	Payment Voucher & Invoice	State	Final Audit + 5 Years	Business Affairs
ADM	Authorization Sheets	Accounts Authorization	Administrative Decision	Active +1 Year	Business Affairs
ADM	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
ADM	Requisitions, Purchase	Miscellaneous, Legal Expense	Administrative Decision	2 Years	Business Affairs
ADM	Vehicle Reports	Quarterly Rept, MV-II & MV-IV	State	3 Years	Business Affairs
ADM	Vehicle Titles	Official Title	State	Disposal	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	Vendor Records	Bidder list, Fin Statem, Corres	Administrative Decision	Final Audit + 5 Years	Business Affairs
PUR	Purchase Orders	PO, Req, Bids, Bidder List	State	Final Audit +5 Years	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	Property Policies	Insurance	Administrative Decision	30 Years	Business Affairs
ADM	ADHE Report	Report	Administrative Decision	5 Years	Chancellor
ADM	Agendas	Board	Administrative Decision	Indefinitely	Chancellor
ADM	Board of Trustees	Information	Administrative Decision	Indefinitely	Chancellor
ADM	Minutes	Board	State	Indefinitely	Chancellor
ADM	Miscellaneous ADHE Reports	Report	Administrative Decision	5 Years	Chancellor
ACC	Accounting Report	Accounting Reports	State	Final Audit +5 Years	Computing Services
ACC	Departmental Funds Transfer	Dept Funds Transfer (Bill)	State	Final Audit +5 Years	Computing Services
ADM	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	Cntrl M. (Run Requests)	Logs	Administrative Decision	Active +1 Year	Computing Services
ADM	CS Acct Sys Printouts (old)	Printout of Acct Sys	State	Active +3 Years	Computing Services
ADM	Invoices	Travel Invoices (Paid)	Administrative Decision	Active +1 Year	Computing Services
ADM	Invoices (Travel)	Records	Administrative Decision	Active +1 Year	Computing Services
ADM	JCL Files (Programs, old)	JCL Programs	Administrative Decision	Indefinitely	Computing Services
ADM	JCL Printouts	Job Control Language (hard copy)	Administrative Decision	6 Months	Computing Services
ADM	Magnetic Tapes 73..82	Old Magnetic Tapes 367	Administrative Decision	10 Years	Computing Services
ADM	Manuals	Various Computer	Administrative Decision	Active +1 Year	Computing Services

ADM	Project Files	Program Requirements 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
ADM	S&P Programming Documentation	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 Retirement +2 Years	Computing Services
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	Grant Accounting	Accounting Records for Grants	State	5 Years from the date of submission of the final report	Financial Affairs
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	IDB Form with Daily Mail Charges	State	Indefinitely - Electronic	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 Resources
ADM	Cumulative Annuity Report	Premium Activity	Administrative Decision	Indefinitely	Human Resources
ADM	Master Report	Retirement Reporting	Administrative Decision	3 Years	Human Resources
ADM	Monthly Premium	Retirement Reporting	Administrative Decision	1 Year	Human Resources
ADM	Payroll Training Info	Packet & Exm. of Training	Administrative Decision	Indefinitely	Human Resources
ADM	Run Requests	Computing Services Requests	Administrative Decision	Active +1 Year	Human Resources
BUD	Budget Books	Budget Source	State	Indefinitely	Human Resources
BUD	Budget Materials	Budget Source (Active PAF)	Administrative Decision	Indefinitely	Human Resources
			& State		
EMP	A-15 Form	Employer's Support Rpt of Injury	State	30 Years	Human Resources
EMP	A-29 Form	Employee Accident Notice	Federal	30 Years	Human Resources
EMP	A-32 Form	Employee's Notice of Injury Rept	State	30 Years	Human Resources
EMP	Affirmative Action Activity	Employee 1A-Action	Administrative Decision	3 Years	Human Resources
EMP	Applicant Records	Filled Out Applications	Federal	3 Years	Human Resources
EMP	Applicant Resume & Other	Employment	Federal	3 Years	Human Resources
EMP	Applicant Summary	Affirmative Action Form	Federal	3 Years	Human Resources
EMP	Application for Employment	Employment	Federal	3 Years	Human Resources
EMP	Classification Study Reports	Study Results	Administrative Decision	7 Years	Human Resources
EMP	COBRA	Record of Cobra Notification	Administrative Decision	Deceased	Human Resources
EMP	Company Records	Premium folder for Ins payments	Administrative Decision	Active +1 Year	Human Resources
EMP	Computer Changes	Any Changes needed to be made	Administrative Decision	Till Changed	Human Resources
EMP	Concurrent Employment	Two-State Jobs Concurrent	Administrative Decision	2 Years	Human Resources
EMP	Crossgrade/Downgrade Req	Position Substitution Form	Administrative Decision	2 Years	Human Resources
EMP	CSRP	Career Service Recog Pymt	State	5 Years	Human Resources
EMP	Cumulative Leave Records	Paid Leave Time	State	Final Audit +5 Years	Human Resources
EMP	Data Edit	Data Edit Turn Around	Administrative Decision	Replacement	Human Resources
EMP	Desegregation Report	Annual	State	3 Years	Human Resources
EMP	Disability Insurance	Appl for Disability Payment	Administrative Decision	Indefinitely	Human Resources
EMP	Drug Free Acknowledgement	Statement	Administrative Decision	3 Years	Human Resources
EMP	Employee Enrollment	Medical & Life Insurance	Administrative Decision	Termination or Retirement	Human Resources
EMP	Employee Performance Evaluation	Multi Page	Administrative Decision	Indefinitely	Human Resources
EMP	Employee's A-15 Supp Report	Employers Supp Rpt of Injury	State	30 Years	Human Resources
EMP	Employment Applications	Applications Unprocessed	Federal & State	3 Years	Human Resources
EMP	Exception to Min Qualification	Exception to Min Qualification	Administrative Decision	2 Years	Human Resources
EMP	Exceptionally Well Qualified	Exception to Max Qualification	Administrative Decision	2 Years	Human Resources
EMP	Fiscal Year Records	Totals by Month per Month	Federal	Indefinitely	Human Resources
EMP	Grievances	File	Administrative Decision	3 Years	Human Resources
EMP	I-9 Form	Employment Certification	Federal	Termination + 1 Year	Human Resources
EMP	Inactive Employee Benefits Files	Copies of Beneficiaries, etc.	Federal	Indefinitely	Human Resources
EMP	Labor Market Req	Labor Market Survey	Administrative Decision	2 Years	Human Resources
EMP	Leave Reports	Departmental	State	Final Audit +7 Years	Human Resources
EMP	Leave Reports	Ledger	State	Final Audit +7 Years	Human Resources
EMP	Leave Reports	Time Sheets/Leave Slips	State	Final Audit +7 Years	Human Resources
EMP	Leave Without Pay	Benefit Enrollment Form	Administrative Decision	Termination or Retirement	Human Resources

EMP	Leg Count Report	Leg Research Rpt Appts/Septs	State	5 Years	Human Resources
EMP	Medical Bills	Assorted from Vendors	Administrative Decision	30 Years	Human Resources
EMP	New Position Request	Request Form (State)	Administrative Decision	2 Years	Human Resources
EMP	PAF Files	Active, Class & Non-Classified	Administrative Decision	Indefinitely	Human Resources
EMP	PAF Files	Tor R, Class & Non-Classified	Administrative Decision	Indefinitely	Human Resources
EMP	Performance Evaluations	Current Year/Multi Page	Administrative Decision	Indefinitely	Human Resources
EMP	Personnel Data Form	Employee Information	Administrative Decision	2 Years	Human Resources
EMP	Personnel Files	T or R, Class & Non Classified	State	Indefinitely	Human Resources
EMP	Physician Report	Doctor's Report	Administrative Decision	30 Years	Human Resources
EMP	Position Class Questionnaire	Job Description Survey	State	2 Years	Human Resources
EMP	Position Review Determination	Classification Decision	Administrative Decision	7 Years	Human Resources
EMP	Position Review Request	Reclass or New Position	Administrative Decision	7 Years	Human Resources
EMP	Position Vacancy Verify Doc	Trans, Adv Per Req, HF, Aff	State	3 Years	Human Resources
EMP	Premium Payment	Carrier Files	Administrative Decision	Active +1 Year	Human Resources
EMP	Provisional Request	Soft Funded Position	State	2 Years	Human Resources
EMP	Reimbursement Form	Reimb for Employee Expenses	State	30 Years	Human Resources
EMP	Request for Job Audit	Job Audit	Administrative Decision	2 Years	Human Resources
EMP	Request for Review Staff Position	Position Audit Notification	Administrative Decision	2 Years	Human Resources
EMP	Retired	Insurance Premium information	Administrative Decision	Till Deceased	Human Resources
EMP	Retired (Life only)	Benefit Enrollment Form	Administrative Decision	Deceased +7 Years	Human Resources
EMP	Retired w/Medical & Life Insurance	Benefit Enrollment Form	Administrative Decision	Deceased +7 Years	Human Resources
EMP	Retirement	Application, Payroll Authorization	Administrative Decision	Deceased	Human Resources
EMP	Review Determination	Letter of Notification	Administrative Decision	2 Years	Human Resources
EMP	Salary/Retirement Cards	Amt Emp/Employee Pd per mo	Federal	Indefinitely	Human Resources
EMP	Statement of Injury Report	Employee's Rpt of Injury	State	30 Years	Human Resources
EMP	Termination/Exit	Questionnaire	Administrative Decision	1 Year	Human Resources
EMP	Training Materials	Books & Manuals	Administrative Decision	2 Years	Human Resources
EMP	Travel Reimbursement Form	Mileage Reimb for Employee	Federal & State	30 Years	Human Resources
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 Resources
PAY	Budget Load	Comp runs to Load Budget	Administrative Decision	Final Audit +7 Years	Human Resources
PAY	Check Writers	Check No each time paid	Administrative Decision	Final Audit +7 Years	Human Resources
PAY	Computer Runs (on Fiche)	Printout of on-line transactions	State	Final Audit +7 Years	Human Resources
PAY	Cost Center Number Cross Reference	Authorized Cost Center	Administrative Decision	Indefinitely	Human Resources
PAY	Deduction Authorization	Employee Deduction Voluntary	Administrative Decision	Termination or Retirement	Human Resources
PAY	Direct Deposit Cards	Authorization to Deposit	Administrative Decision	Termination or Retirement	Human Resources
PAY	Doer's	Employee Deduction	Administrative Decision	Termination or Retirement	Human Resources
PAY	Employee Listing	Master file/Alpha	Administrative Decision	Till Replaced	Human Resources
PAY	Employee Listing	Masterfile/Social Sec No	Administrative Decision	Till Replaced	Human Resources
PAY	Employee Verification	Written Employment Verification	Administrative Decision	Final Audit +7 Years	Human Resources
PAY	Fiche (Pay roll info)	Title Code Recap	Federal	Final Audit +7 Years	Human Resources
PAY	GLI's	General Ledger Interface	State	Final Audit +5 Years	Human Resources
PAY	Hourly Payroll	Time sheets & Memos	Federal	Final Audit +7 Years	Human Resources
PAY	Load Validate	Comp print of on-line Trans	Administrative Decision	2 Years	Human Resources
PAY	Microfiche	Accounting Doc (Grants)	Federal & State	Indefinitely	Human Resources
PAY	Microfiche Payroll	Account Documentation	Federal & State	Indefinitely	Human Resources
PAY	Misc Current Records	Garnish, Petty Cash	Federal	Final Audit + 7 Years	Human Resources
PAY	Overtime Supp	Overtime Pay Sheets, Memos	Federal	Final Audit + 7 Years	Human Resources
PAY	P-Forms	Payroll Amt & Title Code Pd	State	Final Audit + 5 Years	Human Resources
PAY	Payroll	Records	Administrative Decision	Final Audit + 5 Years	Human Resources
PAY	Payroll PAF	PAF with Payroll Info	Administrative Decision	Indefinitely	Human Resources
PAY	PC's	Payroll Changes	Federal	Final Audit +7 Years	Human Resources
PAY	PGL's	Worksheet to add DOE's to Acct	Federal	Indefinitely	Human Resources
PAY	Refund Authorization	Auth to Refund Money	Federal & State	Indefinitely	Human Resources
PAY	Title Code Recap	Employee by Title	Federal	Final Audit +7 Years	Human Resources
PAY	Vouchers	Pay Records Produced /Payroll	Federal	Final Audit +7 Years	Human Resources
PAY	W-2 Audit Report	Fiche Record of W-2 by Emp	Federal & State	7 Years	Human Resources
PAY	W-4's, W-5's	Employee Original W-4's	Federal	Termination + 4 Years	Human Resources
PAY	Wage Rates	WRA's from Departments	Administrative Decision	Indefinitely	Human Resources
RSK	Injury Report (Employee)	Employee Report	Administrative Decision	30 Years	Human Resources
RSK	Insurance	Ins Change Documents	Other	Final Audit or 7 Years	Human Resources
RSK	Medical Bills	Assorted from Vendors	Administrative Decision	30 Years	Human Resources
RSK	Physicians Report	Doctors Reports	Federal & State	30 Years	Human Resources
RSK	UofA Employee	Employee Report	Administrative Decision	30 Years	Human Resources
TAX	Balance Packet	Balance Sheets w/Attachments	Federal	Indefinitely	Human Resources
TAX	Federal Reports	Tax Reports	Federal	Indefinitely	Human Resources
TAX	Old Tax Tabs	Tax Documents	Federal	Final Audit or 7 Years	Human Resources
TAX	Returned W-2	Undeliverable W-2 forms	Federal & State	7 Years	Human Resources
TAX	Tax Reports (941)	941/W Supporting Documents	Federal	Indefinitely	Human Resources
TAX	Tax Reports (9415)	9415/W Supporting Documents	Federal	Indefinitely	Human Resources
TAX	Tax Tabs	Tax Documents	Federal	Final Audit +7 Years	Human Resources
TAX	W-2 Books	Employers Copy of W-2's	Federal	Indefinitely	Human Resources
BUD	Departmental Budgets	A Funded Student Org, Various	Administrative Decision	2 Years	Insurance Office
ACC	Audit (Internal)	Audit	State	Indefinitely	Internal Audit
ADM	Legislative Audit	Report	Administrative Decision	5 Years	Internal Audit
PUR	Airborn Shipment Requests	Airbills, Services	Administrative Decision	Calendar Year	Mailing Services
PUR	UPS Shipment Requests	Shipment Record Form	Administrative Decision	2 Years	Mailing Services
ADM	Meter Registry Book	Mail Meter Log	Administrative Decision	2 Years	Mailing Services
ADM	Accountable Mail Sig Cards	Sig, Cards for Insured & Reg.	Federal	2 Years	Mailing Services
ACC	Finance (Method)	Document Routing Approval	State	Final Audit + 5 Years	Physical Plant
ACC	Job Cost Accounting	Annual Accounting Data	State	Final Audit + 5 Years	Physical Plant
ADM	Bid Listing	PHPL Bid Listing	Administrative Decision	1 Year	Physical Plant
ADM	Bill of Lading	For Returned/Damaged Goods	Administrative Decision	Active + 1 Year	Physical Plant
ADM	Change of Orders	Document Routing/Approval	Administrative Decision	Indefinitely	Physical Plant
ADM	Construction Bids	Document Routing/Approval	Administrative Decision	Active + 1 Year	Physical Plant
ADM	Construction-As-Built	Construction Drawings	Administrative Decision	Indefinitely	Physical Plant
ADM	Consultant Pay Request	Document Routing/Approval	Administrative Decision	Active + 3 Years	Physical Plant
ADM	Contract Consultant	Document Routing/Approval	Administrative Decision	Active + 3 Years	Physical Plant
ADM	Contractors Pay Requests	Document Routing/Approval	Administrative Decision	Active + 3 Years	Physical Plant
ADM	Daily Reconciliation	PHPLRequisition Listing	Administrative Decision	30 Days	Physical Plant
ADM	Estimate Requests	Campus Request for Estimates	Administrative Decision	1 Year	Physical Plant
ADM	Floor Plans 1/16	Campus Floor Plan	Administrative Decision	Indefinitely	Physical Plant

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	Auxiliary 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	Recount Sheets	Inventory Counting	Administrative Decision	5 Years	Physical Plant
INV	Requisitions	Departmental	Administrative Decision	3 Years	Physical Plant
INV	Stock Report	Req. New Item, Inv. Level Chg.	Administrative Decision	Indefinitely	Physical Plant
INV	Warehouse Issues	Monthly Transaction Summary	Administrative Decision	2 Years	Physical Plant
LEG	Contracts (Construction)	Document Routing/Approval	Administrative Decision	5 Years	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	Box Rental Log (Station Copy)	Transaction Record/Receipt	Administrative Decision	1 Year	Post Office
ADM	Change of Address	Cards	Federal	1.5 Years	Post Office
ADM	Meter Registry Log	Mail Meter Log	Federal	4 Years	Post Office
ADM	POS PS 1412 Form (Daily Record)	Daily Transaction Record	Federal	1 Year from Audit	Post Office
ADM	Registered & Cod Mail Record	Mail Record Reg & Cod	Federal	2 Years	Post Office
ADM	Incoming USPS Insured Record	Mail Record - # insured	Administrative Decision	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	Art & Negatives	For Printing Jobs	Administrative Decision	Active + 1 Year	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 (Individual)	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 Products 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
PUR	Purchase Orders	Electronic	State	Final Audit + 5 Years	Purchasing
PUR	Purchase Requisitions	Electronic	State	Final Audit + 5 Years	Purchasing
ADM	Annual & Biannual Report	S&H Copy of Input an Output	Administrative Decision	Indefinitely	Research & Spon Prog
ADM	Bid Preparation & Evaluation	Hard Copy for DBMS Acquisition	State	Indefinitely	Research & Spon Prog
ADM	Database Mgmt Sys	Evaluation Information	Administrative Decision	Active + 2 Years	Research & Spon Prog
ADM	Grant Proposals & Sources Doc	Soft/Hard Copy of Proposal	Administrative Decision	Active +3 Years from the date of submission of the final report	Research & Spon Prog
LEG	Patent Materials	Information	Administrative Decision	Indefinitely	Research & Spon Prog
ACC	Microfiche	Accounting Doc. (Grants)	Federal & State	Indefinitely	Research & Spon Prog
RSK	Information Sheets	Information Requested by PECD	State	30 Years	Risk Mgmt & Insurance
ACC	Ledgers	Cash, Inventory, Balance	Administrative Decision	Active + 1 Year	Scientific Supplies
ACC	Sales Receipt	Numbered Sales Tickets	Administrative Decision	Active + 1 Year	Scientific Supplies
ADM	Inventory Methods	Procedures	Administrative Decision	Active + 1 Year	Scientific Supplies
ADM	M.S.D.S.	Material Safety Data Sheet	Federal	Indefinitely	Scientific Supplies
ADM	Vehicle Reports	Operational Status Report	Administrative Decision	Disposal	Scientific Supplies
INV	Ethanol	Tax Free Use Record	Federal	Active + 7 Years	Scientific Supplies
INV	Ethanol (Reg, Rep, Tax)	Requisition, Report, Tax	Federal	Indefinitely	Scientific Supplies
INV	Inventory (Gas Cyl)	Active Demurrage	State	Final Audit + 7 Years	Scientific Supplies
INV	Inventory Records	Physical Inventory Merchandise	Administrative Decision	Final Audit + 1 Year	Scientific Supplies
INV	Inventory Report (Goods)	Count of Goods Yearly	State	5 Years	Scientific Supplies
ADM	Books & Manuals	Training Manuals	Federal & State	Till replaced	Student Loans
ACC	Promissory Notes	Promissory Notes & Receipt	State	Indefinitely	Student Loans
ADM	Borrower File	Award Notices, Conf Files	Federal	Paid in full + 5 Years	Student Loans
ADM	Paid in Full Files	Award Notice, Conf Info, Corres	State	Final Audit +5 Years	Student Loans
ADM	Reports	FISAP Reports, Loan Records	Federal	Final Audit + 5 Years	Student Loans
ADM	Watts-Box Authorization	Watts Numbers List	Administrative Decision	Indefinitely	Telephone Services
ADM	Invoices (Monthly)	SWB, CONTEL, At&T Copies	Administrative Decision	Active + 1 Year	Telephone Services
ADM	Moves/Add/Changes	Discription of Service & Charges	Administrative Decision	1 Year	Telephone Services
ADM	Toll Records	Mag Tape of Long Distance Calls	Administrative Decision	3 Years	Telephone Services
ADM	Trouble Reports	Trouble Report/Repair Req.	Administrative Decision	1 Year	Telephone Services
INV	Equipment Inventory	On Computer	State	Indefinitely	Telephone Services
INV	Equipment Inventory	Switch Peripheral Equipment	State	Indefinitely	Telephone Services
ADM	General Info Files	Correspondence, Guidelines	Administrative Decision	Active + 2 Years	Trademark Licensing
LEG	Trademark Licensing	Materials	Administrative Decision	Active + 2 Years	Trademark Licensing
ADM	Vendor Files	Licensee Approvals	Administrative Decision	Active +2 Years	Trademark Licensing
ADM	Vendor Files	All corres w/Individual Licensees	Administrative Decision	Active + 2 Years	Trademark Licensing
ACC	Daily Receipts	Cash Receipt, Audit Reports	State	5 Years	Transit & Parking
ADM	Permits	Vehicle Registration Cards	Administrative Decision	Active + 3 Years	Transit & Parking
ADM	Statistics	Ridership	Federal	5 Years	Transit & Parking
ADM	Vehicle Reports	Titles, Manuals, Etc.	Administrative Decision	Disposal	Transit & Parking
BUD	DBR (Financial Budget)	Report	State	Indefinitely	Transit & Parking
BUD	Urban Mass Transit Auth (BUD)	Grants, Budgets, Etc.	Federal	5 Years from the date of submission of the final report	Transit & Parking
LEG	Parking Tickets	Paper Parking Tickets	Administrative Decision	Final Audit + 5 Years	Transit & Parking
PUR	Purchase Orders	PO's, Bids, Requisitions	State	Final Audit + 5 Years	Transit & Parking
ACC	Fee Waivers	Fee Discount Forms for Tuition	Administrative Decision	Active +2 Years	Treasurers Office
ADM	Checks	Payroll, Vendor, SIS, Travel	State	10 Years	Treasurers Office

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