

Vice Chancellor for Administration
Administrative Accounting and Disbursements

110.01 Account Listings (Originals) (Hardcopy) (Electronic)

Dates: 1967 -
Volume: 16 Cu. Ft. / 4.8 GB
Annual Accumulation: 1/2 Cu. Ft. / 150 MB
Arrangement: Alphabetical/Numerical

This record series consists of a list of active account numbers.

Recommendation: Retain in office for six (6) fiscal years, then dispose of or delete from system providing all audits have been completed and no litigation is pending or anticipated.

Disposition Approved 11/18/09

110.02 Accounts Receivable Quarterly Reports (Originals) (Hardcopy)(Electronic)

Dates: 1990 -
Volume: 24 Cu. Ft. / 7.2 GB
Annual Accumulation: 1 Cu. Ft. / 300 MB
Arrangement: Chronological

This record series consists of quarterly reports of accounts receivable controls. These reports and work papers are used to amalgamate the outstanding accounts receivable into the general accounting system of the university.

Recommendation: Retain in office for six (6) fiscal years, then dispose of or delete from system, providing all audits have been completed and no litigation is pending or anticipated.

Disposition Approved 11/18/09

110.03 Accounts Receivable Ledgers (Originals)) (Hardcopy) (Electronic)

Dates: 1991 -
Volume: 552 Cu. Ft./165.5 GB
Annual Accumulation: 30 1/2 Cu. Ft. / 9.1 GB
Arrangement: Chronological

This record series consists of fiscal ledgers that list various accounts receivable transactions from each fund.

Recommendation: Retain in office for six (6) fiscal years, then dispose of or delete from system, providing all audits have been completed and no litigation is pending or anticipated.

Disposition Approved 11/18/09

110.04 Account Suspense Correction Work Papers (Originals) (Hardcopy)(Electronic)

Dates: 1990 - 2007
Volume: 11 Cu. Ft. / 3.3 GB Annual Accumulation:
1/2 Cu. Ft. / 150 MB Arrangement:
Chronological

This record series consists of all updated corrections that have been posted to the appropriate accounts.

Recommendation: Retain in office for two (2) fiscal years, then dispose of providing all audits have been completed and no litigation is pending or anticipated.

Disposition Approved 11/18/09

110.05 Annual State Certifications (Originals) (Hardcopy) (Electronic)

Dates: 1972 -
Volume: 4 Cu. Ft. / 1.2 GB Annual Accumulation:
Negligible/ 150 MB Arrangement:
Chronological

This property control report is generated annually as required by the State of Illinois, Department of Central Management Services.

Recommendation: Retain in office for five (5) years, then dispose of providing all audits have been completed and no litigation is pending or anticipated.

Disposition Approved 11/18/09

110.06 Bank Cash Reports and Disbursement Reports (Originals) (Hardcopy)(Electronic)

Dates: 1989 -
Volume: 5 Cu. Ft. / 1.5 GB
Annual Accumulation: 1 Cu. Ft. / 300 MB
Arrangement: Monthly

This record series consists of bank cash receipt reports, as well as disbursement reports, used as resource documents for accounting for missing checks.

Recommendation: Retain in office for six (6) fiscal years, then dispose of or delete from system, of providing all audits have been completed and no litigation is pending or anticipated.
Disposition Approved 11/18/09

110.07 Bank Reconciliation Files (Including Check Voids) (Originals) (Hardcopy)(Electronic)

Dates: 1990 -
Volume: 25 Cu. Ft. / 7.5 GB Annual Accumulation: 1 1/4
Cu. Ft. / 150 MB Arrangement: Chronological and by bank

This record series consists of bank reconciliation schedules and lists of outstanding checks for each bank.

Recommendation: Retain in office for six (6) fiscal years, then dispose of or delete from system, of providing all audits have been completed and no litigation is pending or anticipated.
Disposition Approved 11/18/09

110.08 Bank Statements, Debit and Credit Memos, and Bank Deposit Slips(Originals) (Hardcopy)

Dates: 1986 -
Volume: 30 Cu. Ft.
Annual Accumulation: 1 1/3 Cu. Ft. Arrangement:
Monthly

This record series consists of bank statements, related debit and credit memos, and bank deposit slips.

Recommendation: Microfilm as received and processed, then dispose of original paper. Retain all record series microforms for six (6) fiscal years, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.
Disposition Approved 11/18/09

110.09 Budget Administration Files Maintained by Administrative Accounting(Duplicates) (Hardcopy)

Dates: 1988 - 2007
Volume: 6 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Chronological by fiscal year

Included in the series are forms used for budget elimination adjustments. The official budget records are maintained and scheduled for disposition by the Budget Office.

Recommendation: Retain in office for two (2) fiscal years, then dispose of providing all audits have been completed and no litigation is pending or anticipated.

Disposition Approved 11/18/09

110.10 Capital Development Board Project Activity Files Maintained by Administrative Accounting (Property Control) (Originals) (Electronic)(Hardcopy)

Dates: 1986 -
Volume: 20 Cu. Ft. / 6 GB
Annual Accumulation: 3/4 cu.ft. / 450 MB
Arrangement: Chronological and by CDB project

This file contains monthly activity reports pertinent to property control administration connected with Capital Development Board projects and related work papers. Select information contained in this file is incorporated in the university's Annual Financial Reports.

Recommendation: Retain in office for three (3) fiscal years, then dispose of or delete from system providing all audits have been completed and no litigation is pending or anticipated.

Disposition Approved 11/18/09

110.11 Central Fiscal Administration Files Maintained by Administrative Accounting
(Disbursements) (Originals) (Hardcopy) (Electronic)

Dates: 1991 -
Volume: 720 Cu. Ft. / 216 GB
Annual Accumulation: 40 Cu. Ft. / 12 GB
Arrangement: Numerical

This record series consists of state vouchers, local vouchers, transfer vouchers, invoice vouchers, requisitions, purchase orders, and supporting receipts and correspondence.

Recommendation: Retain in office for six (6) fiscal years, then dispose of or delete from system, of providing all audits have been completed and no litigation is pending or anticipated.

Disposition Approved 11/18/09

110.12 Changes in Fund Balance Reports (Originals) (Electronic)

Dates: 1991 - 2003
Volume: 300 MB
Annual Accumulation: 150 MB
Arrangement: Monthly

These computer printouts and electronic spreadsheets detail the adjusted changes in fund balances on a monthly basis.

Recommendation: Retain in office for six (6) fiscal years, then delete from system providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 11/18/09

110.13 Clearing Account Deposit Files (Originals and Duplicates) (Hardcopy)

Dates: 1984 – 2003
Volume: 2 Cu. Ft.
Annual Accumulation: Negligible Arrangement: Chronological
by week

Record series contents include original weekly receipt totals, duplicate receipt deposit transmittals, original clearing account journal entries, and general trial balance ledger entries.

The original receipt deposit transmittals are sent to the State Comptroller's Office and maintained by that office permanently in microform per Application 77-100M.

mmendation: Retain in office for six (6) fiscal years, then dispose of providing all audits have been completed and no litigation is pending or anticipated.

Disposition Approved 11/18/09

110.14 FAS Input Transaction Error/Audit List (B-101E10C's) (Originals)(Electronic)
(Hardcopy)

Dates: 1971 - 2003
Volume: 5 Cu. Ft. / 1.5 GB
Annual Accumulation: Negligible/ 150 MB
Arrangement: Chronological by pay period

This record series is separated upon receipt, between cash receipt input and payroll input. This series is used for data entry into the Financial Accounting System.

Recommendation: Retain in office for six (6) fiscal years, then dispose of or delete from the system providing all audits have been completed and no litigation is pending or anticipated.

Disposition Approved 11/18/09

110.15 Fiscal Officer Delegation and Acceptance Forms (Originals) (Hardcopy)

Dates: 1990 -
Volume: 2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of the assignment of fiscal officer acceptance forms. This document is signed by new fiscal officers when a change has occurred in fiscal officer accountability for property control administration.

Recommendation: Retain in the office for two (2) fiscal years after expiration of the respective forms, then delete from system providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 11/18/09

110.16 Fixed Asset Reports (C-15's) (Originals) (Hardcopy) (Electronic)

Dates: 1986 -
Volume: 23 Cu. Ft. /7 GB
Annual Accumulation: 1 Cu. Ft. /300 MB
Arrangement: Chronological

This record series details the nature and status of all fixed assets.

Central state government property control files are scheduled for a five (5) year retention period per Application 92-75.

Recommendation: Retain in office for five (5) fiscal years, then dispose of and/or delete from system providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 11/18/09

110.17 GAAP Reporting Forms (Agency Record Copies) (Hardcopy) (Electronic)

Dates: 1992 -
Volume: 2 Cu. Ft. / 600 MB
Annual Accumulation: Negligible/ 150 MB
Arrangement: Chronological

This record series consists of Generally Accepted Accounting Practices (GAAP) reports and related working papers generated as required in the GAAP reporting system. Original GAAP reports are maintained by the State Comptroller for seven (7) years under the provisions of approved Application 90-26.

Recommendation: Retain in office for six (6) fiscal years, then dispose of and/or delete from system provided all audits have been completed and no litigation is pending or anticipated.

Disposition Approved 11/18/09

110.18 General Ledger Fund Group Summary (B-493E20Z's) (Originals) (Hard Copy) (Electronic)

Dates: 1990 - 2003
Volume: 1 Cu. Ft. /300 MB
Annual Accumulation: Negligible/150 MB
Arrangement: Chronological

This record series consists of monthly computer printouts showing cash balances in each account. Also incorporated in this series is the additions and deductions summary.

Recommendation: Retain in office for six (6) fiscal years, then dispose of or delete from system, of providing all audits have been completed and no litigation is pending or anticipated.

Disposition Approved 11/18/09

110.19 Income Fund Daily Balances (Originals) (Hardcopy)

Dates: 1990 - 2003
Volume: 19 Cu. Ft.
Annual Accumulation: 1 Cu. Ft. Arrangement:
Chronological

This record series shows a daily balance of the Income Fund Account.

Recommendation: Retain in office for six (6) fiscal years, then dispose of providing all audits have been completed no litigation is pending or anticipated.

Disposition Approved 11/18/09

110.20 Income Fund Monthly Reconciliations (Originals) (Hardcopy) (Electronic)

Dates: 1988 - 2003
Volume: 2 Cu. Ft. / 600 MB
Annual Accumulation: Negligible/ 150 MB
Arrangement: Chronological

This record series consists of a monthly summarization and reconciliation of the daily Income Fund Account.

Recommendation: Retain in office for six (6) fiscal years, then dispose of or delete from system, of providing all audits have been completed and no litigation is pending or anticipated.

Disposition Approved 11/18/09

110.21 Interfund Service Cash - Travel Accounting Statements (Originals)
(Hardcopy) (Electronic)

Dates: 1990 - 2003
Volume: 13 Cu. Ft. / 4GB
Annual Accumulation: ½ Cu. Ft. /150 MB
Arrangement: Chronological

This record series consists of monthly accounting statements documenting the status and balances of the Interfund Service for cash and travel expenditures.

Recommendation: Retain in office for six (6) fiscal years, then dispose of or delete from system, of providing all audits have been completed and no litigation is pending or anticipated.

Disposition Approved 11/18/09

110.22 Interest Income Entity/Cash Balance Files (B200E20B's) (Originals)
(Hardcopy) (Electronic)

Dates: 1992 - 2003
Volume: 2 Cu. Ft. / 600 MB
Annual Accumulation: Negligible/ 150 MB
Arrangement: Monthly

This record series consists of receipts received from interest off investments and documents the cash balances of the respective accounts on a monthly basis.

Recommendation: Retain in office for six (6) fiscal years, then dispose of or delete from system, of providing all audits have been completed and no litigation is pending or anticipated.

Disposition Approved 11/18/09

110.23 Inventory Tag Log (Originals) (Hardcopy) (Electronic)

**Disposition
Approved
11/18/09**

Dates: 1970 -
Volume: 5 Cu. Ft. /1.5 GB
Annual Accumulation: Negligible/150 MB
Arrangement: Chronological

This record series consists of the tagging log maintained by the Office of Property Control. The records include an accumulation of computer printouts, which make up the tag number order file. Recommendation: Retain in office for two (2) fiscal years following the final disposition of all documented property and equipment, then dispose of and/or delete from system providing all audits have been and no litigation is pending or anticipated.

110.24 Investment Files (Documents, Reports, and Worksheets) (Originals) (Hardcopy) (Electronic)

Dates: 1981 - 2003
Volume: 3 Cu. Ft. / 900 MB
Annual Accumulation: Negligible/ 150 MB
Arrangement: Securities by year

This record series consists of investment account statements and supporting accounting work papers.

Recommendation: Retain in office for six (6) fiscal years, then dispose of or delete from system providing all audits have been completed and no litigation is pending or anticipated.

Disposition Approved 11/18/09

110.25 Investment Income Transactions Files (B-A77E20's) (Originals)(Hardcopy) (Electronic)

Dates: 1991 - 2007
Volume: 1 Cu. Ft. / 300 MB
Annual Accumulation: Negligible/ 150 MB
Arrangement: Monthly

This record series consists of accounting runs of daily investment transactions and the total income derived for each month.

Recommendation: Retain in office for two (2) fiscal years, then dispose of or delete from system providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 11/18/09

110.26 Journal Vouchers and Forms for Adjusting Journal Vouchers (Originals)
(Hardcopy)

Dates: 1990 -
Volume: 28 Cu. Ft.
Annual Accumulation: 1.5 Cu. Ft.
Arrangement: Chronological/Numerical

The record series consists of vouchers documenting various journal entries and adjustments thereof.

Recommendation: Retain in office until the completion of the most current fiscal year audits, then scan and dispose of original paper. Retain all record series in office for six (6) fiscal years, then delete from system providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 11/18/09

110.27 Local and State Vouchers, Cancelled Checks, and Miscellaneous Cash Receipts Maintained by Administrative Accounting (Operations)(Originals) (Hardcopy)
(Electronic)

Dates: 1968 -
Volume: 287 Cu. Ft./86.1GB
Annual Accumulation: 7 Cu. Ft. /2.1 GB
Arrangement: Chronological by month/Alphabetical

This record series consists of local and state vouchers, cancelled checks, and miscellaneous cash receipts maintained by administrative accounting

Original vouchers are maintained by the State Comptroller's Office for five (5) years per Application 89-34.

Recommendation: Scan and microfilm as generated and processed, then dispose of original paper. Retain all record series microforms or electronic data for six (6) fiscal years, then dispose of or delete from the system providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved as Amended 11/18/09

110.28 Monthly Computer Printouts and COM Accounting Reports (B485's,3440's, and B475's) (Originals) (Hardcopy) (Electronic)

Dates: 1986 - 2003
Volume: 12 Cu. Ft. /3.6 GB
Annual Accumulation: 1/2 Cu. Ft. / 150 MB
Arrangement: Chronological

This record series consists of internal computer printouts generated in Administrative Accounting which are also on a COM system.

Recommendation: Retain printouts in office until expiration of administrative value, then dispose of and/or delete from system. Retain all COM for six (6) years, then dispose of and/or delete from system providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 11/18/09

110.29 Monthly Loan Fund Reconciliations (Work Papers and Computer Printouts) (Hardcopy) (Electronic)

Dates: 1990 -
Volume: 3 Cu. Ft. / 900 MB
Annual Accumulation: Negligible/ 150 MB
Arrangement: Chronological

This record series consists of the monthly reconciling reports showing the status of the Loan Fund.

Recommendation: Retain in office for two (2) fiscal years, then dispose of and/or delete from system provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 11/18/09

110.30 Monthly Reports (Cash and Investments, Board Reports, and IncomeFund) (Originals)
(Hardcopy) (Electronic)

Dates: 1989 -
Volume: 20 Cu. Ft. / 6 GB Annual Accumulation:
1 Cu. Ft. /300 MB Arrangement:
Chronological

This record series consists of monthly status reports to the Board of Trustees showing cash on hand, investments, and income received.

.Recommendation: Retain in office for six (6) fiscal years, then dispose of or delete from the system providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 11/18/09

110.31 Monthly Report Summary of Non-Appropriated Funds (Originals)(Hardcopy) (Electronic)

Dates: 1986 -
Volume: 2 Cu. Ft. /600 MB
Annual Accumulation: Negligible/ 150 MB
Arrangement: Chronological

This record series consists of work papers used in preparing the monthly summary report of all non-appropriated funds.

Recommendation: Retain in office for six (6) fiscal years, then dispose of or delete from the system providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 11/18/09

110.32 Quarterly Statements and Work Papers of Cougar Village and Residence Halls (Originals)
(Hardcopy) (Electronic)

Dates: 1987 -
Volume: 44 Cu. Ft. /13.2 GB Annual Accumulation:
2 Cu. Ft. / 600 MB Arrangement:
Chronological

This record series consists of a monthly computation of daily reports, computer printouts, and work papers from Cougar Village and Residence Halls.

Information includes rentals, total revenue, fund balances, utilities, and payables.

Recommendation: Retain in office for six (6) fiscal years, then dispose of or delete from the system providing all audits have been completed under the supervision of the Auditor

General,

if necessary, and no litigation is pending or anticipated.

Disposition Approved 11/18/09

110.33 Statements of the University Center (Duplicates)

Dates: 1987 -
Volume: 44 Cu. Ft. / 13.2 GB
Annual Accumulation: 2 Cu. Ft. / 600 MB
Arrangement: Chronological

This record series consists of computer printouts and work papers showing fiscal data relative to the operations of the University Center.

Recommendation: Retain in office for two (2) fiscal years, then dispose of or delete from the system providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 11/18/09

110.34 Monthly Subsidiary Ledger Summaries (Originals) (Hardcopy)(Electronic)

Dates: 1991 - 2007
Volume: 2 Cu. Ft. / 600 MB Annual Accumulation:
Negligible/ 150 MB Arrangement:
Chronological by month

This record series consists of work papers used in preparing the monthly ledger summaries.

Recommendation: Retain in office for two (2) fiscal years, then dispose of or delete from the system providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 11/18/09

110.35 Property Control Inventory Reconciliation (Monthly) (Agency Record Copy) (Hardcopy)

Dates: 1972 -
Volume: 74 Cu. Ft.
Annual Accumulation: 2 Cu. Ft. Arrangement:
Chronological

This record series includes a record of monthly activity for an audit trail as reconciled with an activity journal and a ledger of account balances.

Central state government property control files are scheduled for a five year retention period per Application 92-75.

Recommendation: Retain in office for five (5) fiscal years, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 11/18/09

110.36 Property Control File of Land/Buildings/Improvements/CIP Project Expenditures (Originals)
(Hardcopy)

Dates: 1965 -
Volume: 4 Cu. Ft.
Annual Accumulation: Negligible Arrangement:
Chronological

This record series consists of worksheets detailing the history of property control reporting through administrative accounting on various building project expenditures.

Recommendation: Retain permanently in office or transfer to the University Archives permanent retention.

Disposition Approved 11/18/09

110.37 Property Control Monthly Inventory (Tag Number) Reports (Originals)(Hardcopy) (Electronic)

Dates: 1972 -
Volume: 16 Cu. Ft. /4.8 GB Annual Accumulation:
Negligible/ 150 MB Arrangement:
Chronological

This file contains an end-of-month record (on COM microfiche) in tag order of the property control file.

Recommendation: Retain in office for five (5) years (from the date of record generation), then dispose of or delete from the system providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 11/18/09

110.38 Agency Quarterly Report Work Papers (Originals) (Hardcopy)(Electronic)

Dates: 1987 -
Volume: 3 Cu. Ft. / 900 MB
Annual Accumulation: Negligible/ 150 MB
Arrangement: Chronological

This record series includes supporting information in the form of work papers generated and received in the compilation of Administrative Accounting's Quarterly Reports.

Recommendation: Retain in office for six (6) fiscal years, then dispose of or delete from the system providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 11/18/09

110.39 Receipts, Deposit Transmittals and Supporting Computer Listings, Trial Balances, and Work Papers (Agency Record Copy) (Hardcopy) (Electronic)

Dates: 1984 -
Volume: 4 Cu. Ft. / 1.2 GB
Annual Accumulation: Negligible/150 MB
Arrangement: Chronological

These are standard reports and documents that all state agencies generate and maintain as part of SAMS.

The State Comptroller's Office maintains SAMS files for one (1) year (daily reports) and permanently (monthly reports) per Application 77-100M.

Recommendation: Retain in office for six (6) fiscal years, then dispose of or delete from the system providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 11/18/09

110.40 Reports of Year-End Accruals (Originals) (Hardcopy) (Electronic)

Dates: 1982 -
Volume: 38 Cu. Ft. / 11.4 GB
Annual Accumulation: 1.5 Cu. Ft. / 450 MB
Arrangement: Chronological

This record series consists of work papers and supporting documents generated in the accounting of year-end accrued financial transactions as posted to the Financial Accounting System.

Recommendation: Scan or microfilm as generated and processed, then dispose of original paper. Retain all record series microforms or electronic data for six (6) fiscal years, then dispose of or delete from the system providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 11/18/09

110.41 Retailers' Occupation Tax, Hotel Operators' Tax (Tax Forms and Workpapers) (Originals)
(Hardcopy) (Electronic)

Dates: 1989 -
Volume: 2 Cu. Ft. / 600 MB Annual Accumulation:
Negligible/ 150 MB Arrangement:
Chronological

This record series consists of copies of Quarterly Excise Tax forms submitted to the IL. Dept of Revenue.

Original data is maintained by the Illinois Department of Revenue for thirty five (35) years (security copies) per Application 96-22M (Retailers Occupation Tax Quarter Monthly Remittance Forms - RR3's) and four (4) years retention per Application 82-6, item 1, (Hotel Operational Tax Business Account Files).

Recommendation: Retain in office for four (4) fiscal years, then dispose of or delete from the system providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 11/18/09

110.42 Requests for Federal Funds (Originals) (Hardcopy)

Dates: 1989 -
Volume: 2 Cu.Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series is part of the grant application for reimbursements maintained by Administrative Accounting.

Recommendation: Retain in office for five (5) fiscal years following the termination and/or completion of the corresponding grant project(s), then dispose of providing all audits (federal and state) have been completed and no litigation is pending or anticipated.

Disposition Approved 11/18/09

110.43 Requests for New Accounts (Originals) (Hardcopy)

Dates: 1979 - Volume: 8 Cu. Ft.
Annual Accumulation: Negligible Arrangement:
Numerical

This record series consists of forms requesting the establishment of new accounts or changes to existing accounts.

Recommendation: Retain in office for three (3) years, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 11/18/09

110.44 Service Departments Accounts Receivables (Internal Billings) (Originals)(Hardcopy) (Electronic)

Dates: 1990 -
Volume: 30 Cu. Ft./ 9 GB Annual Accumulation:
1.5 Cu. Ft. / 450 MB
Arrangement: Chronological/Numerical

This record series consists of a summary of charges received in Administrative Accounting from billing units used to record the billing charges and revenues. Recommendation: Retain for six (6) fiscal years, then dispose of or delete from the system providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 11/18/09

110.45 Staff Salary/Time Records Maintained by Administrative Accounting(Duplicates) (Hardcopy)
(Electronic)

Dates: 1988 -
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical and Chronological

Originals are maintained and scheduled for disposition by the Offices of University Personnel Services and the Payroll Office.

Recommendation: Retain in office for two (2) fiscal years, then dispose of or delete from the system providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 11/18/09

110.46 Monthly Summary Reports of State Appropriations and Local Funds(Originals) (Hardcopy)

Dates: 1991 - 2005
Volume: 3 Cu. Ft
Annual Accumulation: Negligible
Arrangement: Monthly

This record series consists of reports which summarize the budget, expenditures and available balances in state accounts from both state appropriations and local funds.

Recommendation: Retain in office for six (6) fiscal years, then dispose of or delete from the system providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 11/18/09

110.47 Supplemental Reports (Originals) (Hardcopy) (Electronic)

Dates: 1988 - 2005
Volume: 1 Cu. Ft./ 300 MB
Annual Accumulation: Negligible/ 150 MB
Arrangement: Chronological

This report finalizes additional transactions involving all account statements and summaries.

Recommendation: Retain in office for six (6) fiscal years, then dispose of or delete from the system providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 11/18/09

110.48 Textbook Procurement Accounting Work Papers (Originals) (Hardcopy)

Dates: 1986 - 1999
Volume: 28 Cu. Ft.
Annual Accumulation: 2 Cu. Ft. Arrangement:
Chronological

This record series consists of accounting work papers for the procurement of textbooks. Administrative Accounting no longer performs this function for the University.

Recommendation: Dispose of accumulation providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 11/18/09

110.49 Trial Balances (Originals) (Hardcopies) (Electronic)

Dates: 1986 -
Volume: 6 Cu. Ft. / 1.8 GB Annual Accumulation:
3 Cu. Ft. 150 MB Arrangement:
Chronological

These trial balances are used by the Budget Office to effect the usual monitoring of expenditures and revenue.

Recommendation: Retain in office for six (6) fiscal years, then dispose of or delete from the system provided all audits have been completed under the supervision of the Auditor General, if necessary and no litigation is pending or anticipated.

Disposition Approved 11/18/09

110.50 Fiscal Officer Changes (Originals) (Hardcopy)

Dates: 1986 -
Volume: 3 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This form is used by fiscal agents of the University to affect budgetary contingencies as needed.

Recommendation: Retain in office for six (6) fiscal years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 11/18/09

110.51 New Account Requests and Supporting Documents (Duplicates)(Hardcopy)
(Electronic)

Dates: 1986 -
Volume: 1 Cu. Ft. / 300 MB
Annual Accumulation: Negligible/ 150 MB
Arrangement: Chronological

This is the form used for the budgetary administration of new accounts. Supporting correspondence, memoranda, and duplicates of various fiscal and administrative records used to support requests are also included within the file series.

Recommendation: Retain in office for three (3) fiscal years, then dispose of or delete from the system provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 11/18/09