

Duke University Controller's Division  
Document Retention Inventory

**Accounts payable invoices, check requests, and related documents**

<b><u>Title of Record</u></b>	<b><u>Retention Period</u></b>
Manual Checks	7 Years
A/P PO's	7 Years
A/P 800,810,890	7 Years
AP Check Request	7 Years
Foreign Wires	7 Years
Federal Express	7 Years
AS DU Stores Paid Inv	7 Years
Tuition Grant payments	7 Years
Tuition Assistance payments	7 Years
Payments to Health Care Vendors	7 Years