

Duke University Controller's Division
Document Retention Inventory

Account reconciliations (assets and liabilities)

<u>Title of Record</u>	<u>Retention Period</u>
Monthly reconciliation of asset/liability GL accounts (including bank accts) - internal	7 Years
Quarterly reconciliation of asset/liability GL accounts - external	7 Years
Petty Cash/Change Fund	7 Years
YTD Payroll Reconciliations	7 Years
County Breakdown	7 Years
AP Check Request - SAP Reports	7 Years