

Duke University Controller's Division
Document Retention Inventory

Accounting reports (monthly departmental reports)

<u>Title of Record</u>	<u>Retention Period</u>
GL closing checklist/documents	7 Years
Petty Cash Reports	7 Years
SAP testing documents	7 Years
Healthcare Plan Statistics	7 Years
AS Restricted Statements - CUFS	7 Years
AS Detail Statements - CUFS	7 Years
AS Miscellaneous - CUFS	7 Years
AS Stock Issue Invoices - CUFS	7 Years
GL Daily checklist, misc	7 Years
Work Order Bills	7 Years
Work Order Active WO	7 Years
Work Order Labor, Misc	7 Years
Out of Balance reports	7 Years
Cash Receipts for HC premiums	7 Years
Health Care Premium Refunds	7 Years
Health Care Premium funded by grants	7 Years
Bank Draft records	7 Years

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<u>Title of Record</u>	<u>Retention Period</u>
Returned Check Documents	7 Years
Payment Summaries	3 Years
ZH-308	3 Years
ZH-069	3 Years
ZH-063	3 Years
ZH-089	3 Years
ZH-095	3 Years
ACH	3 Years
Diskette/CD	3 Years
Pay statistics	3 Years
Retro-codes	3 Years
MDE BOOK	3 Years