

Duke University Controller's Division
Document Retention Inventory

Banking records - deposit and withdrawal records, voided and canceled checks, and other bank-related documents

<u>Title of Record</u>	<u>Retention Period</u>
Imprest Cash/Cancel Ck's	7 years
ET&R /Nation Bank	7 years
Deposit slip/Funding	2 yrs
Stop payment requests	7 years
A/P Wachovia Checks	7 years
Deposits	7 years
Stop Payments	7 years
Cancelled Checks	7 years
A/P Cancel cks	7 years
A/P Capo Checks	7 years
A/P Manual Checks	7 years
A/P Batch, Check Reg	7 years
A/P First Union Checks	7 years