

Duke University Controller's Division  
Document Retention Inventory

**Supporting documentation for Annual GAAP financial reports & interim reporting**

<u>Title of Record</u>	<u>Retention Period</u>
Year end binders (Journal entries & TB's) for external audits	7 years
Monthly reporting support (Journal entries & TB's)	7 years
Monthly binders for SOM	7 years
Quarterly binders for SON	7 years
GL to GAAP bridge for SOM	7 years
GL to GAAP bridge for University	7 years
Monthly direct cash flow for University & DUHS	7 years
Monthly GL account analysis	7 years
Quarterly statements for ERP	7 years
Year end ERP audit documentation (includes 5500 support)	7 years