

Duke University Controller's Division  
Document Retention Inventory

**General ledger (R/3) master data**

<u>Title of Record</u>	<u>Retention Period</u>
3XX: Adds	1 year + CFY
3XX: Change/Close	1 year + CFY
University-Other: Adds	Permanent
University-Other: Change/Close	1 year + CFY
DCRI: Adds	Permanent
DCRI: Change/Close	1 year + CFY
Health System: Adds	Permanent
Health System: Change/Close	1 year + CFY
Doc Recipient Updates	1 year + CFY
BFR/Org Unit Maintenance	1 year + CFY
Agency Application Forms	Permanent
G/L Accounts: Adds	Permanent
G/L Accounts: Change/Close	1 year + CFY
R/3 User Acct Forms/Other Security Docs	CFY plus prior FY until audit is completed
Workflow Maintenance	1 year + CFY