

Duke University Controller's Division
Document Retention Inventory

R/3 Journal entries and related back-up documentation

<u>Title of Record</u>	<u>Retention Period</u>
Journal entries, accruals and all back-up documentation	7 years
FYE period 12 payroll accrual documents	7 years
Payroll Fringe Postings (ZH125 documents)	7 years
Positive pay and ACH reclass notifications	7 years