

**Record Retention Policy
Departments**

NOTE: For federal grants, departments must keep supporting documentation for expenditures for three years after Sponsored Research files the final grant financial report.

Duke University Record	Medium	Minimum Retention Period
Accounts Payable Check Request Form and documentation	dept. copy (g)	Dept. procedure
Bursar receipts		
Receipt	dept. copy	CY + 7 years
Deposit Slip	dept. copy (b)	Dept. procedure
Documentation	original	CY + 7 years
Corporate card documentation (credit card charge slips/statements)		
Travel related	original	CY + 7 years
Non-travel related	original	CY + 7 years
Documentation of Reconciliation of Financial transactions	original	CY + 2 years
Experimental Subject Payment Form	dept. copy (g)	Dept. procedure
Financial statements		
Paper copy	dept. copy (c)	Dept. procedure
Imprest cash Requisition for Payment, Miscellaneous Reimbursement Form	dept. copy (d)	Dept. procedure
Internal Audit reports	original	FY + 5 years
Invoices (vendors)	dept. copy (g)	Dept. procedure
IRI (Interdepartmental invoices)	original Dept. copy	CY + 7 years Dept. procedure
Journal vouchers		
Paper copy	dept. copy (c)	Dept. procedure
R/3 entry supporting doc.	Original	CY + 7 years
Payroll related documents		
Attendance sheets-monthly I-9s and documentation	original dept. copy (e)	CY + 3 years ACT

Employment notice	dept. copy (e)	ACT
Employee Data Sheet	dept. copy (e)	ACT
Termination Form	dept. copy (e)	ACT + 1 year
Supplemental Payment Form (PSR)	dept. copy (f)	Dept. procedure
Timecards	dept. copy (f)	Dept. procedure
Timesheets/timecard data	original	CY + 5 years
Petty cash		
Authorization	dept. copy (c)	Until repayment of loan
Change forms	dept. copy (c)	Until repayment of loan
Purchase order	dept. copy (a)	Dept. procedure
Purchase requisition	dept. copy (a)	Dept. procedure
Telephone bills	dept. copy (h)	Dept. procedure
Travel Expense Voucher, Travel Expense Form	dept. copy (d)	Dept. procedure

- a) Original in Procurement Services
- b) Original in Bursar office
- c) Original in Accounting Services
- d) Original in Employee Travel and Reimbursement
- e) Original in Benefits
- f) Original in Corporate Payroll
- g) Original in Accounts Payable
- h) Original in OIT

Legend for Minimum Retention Period Entries

ACT: While active or employed
CY: Current fiscal year
CL: Calendar year of the report/file, etc
Dept: A matter of departmental policy
FY: Fiscal year of the report /file, etc.
Perm: Permanent record unless superceded
Term: Termination of employment