The Bursar's Office's Records Retention Policy

Name of Document	Description	Location	Retention
1098T Tax Notices	*1098T*	ACES	CL + 4 yrs
1098T - returns	*1098T forms which have been returned*	ATC - General Acctg Files	CL
1098T & 1042s Extract Files	*Electronic data sent to the IRS*	PS & Common Drive	CL + 4 yrs
Active Student Files	*Correspondence, misc. documents*	ATC - Student Files	duration of enrollment
API Logs	*manual adjustments to time records*	ATC - Collect Spec. Files	CY + 1yr.
Budget Workpapers	*suporting documentation for budgets*	ATC - Director's Office & SAP	CY + 4 yrs
Bursar & Cashier Email	*Email correspondence sent from the two general email boxes.*	Lotus Notes Archive Folders	CY + 3 yrs.
Computer Sales Contracts	*Original purchase agreement for computers*	ATC - General Acctg Files	duration of repayment
Daily Reconciliations	*Daily audits, checks and balances*	Electronic on Common Drive	1 year rolling
Departmental Deposits	*Dept's original deposit slip & wires w/ email*	UC - Files	2 years rolling
GL Reconciliations	*Monthly recon GL accounts*	ATC - General Acctg Files	CY + 2yrs.
Inactive Student Files, active coll.	*student records for accounts in collections*	ATC - Student Files	3 years
Inactive Student Files, written-off	*student records for accounts written-off*	ATC - Student Files	4 years
Jounal Vouchers - St Accts	*Corrections & write-offs*	UC - Files	CY + 4 yrs
Journal Vouchers - Department	*STCF*	UC - Files	CY + 1yr.
Payroll Deductions	*Student Authorizations*	ATC - General Acctg Files	CY + 1yr.
PeopleSoft's GL files	*Daily receipt file for download to GL*	Electronic - Common Drive	CY + 3 yrs.
Personnel Documents	*All personnel data*	VP of Treasury - Files	
Prepaid Tuition Contracts	*original/signed prepaid contracts*	ATC - General Acctg Files	duration of enrollment
Refund Extracts	*Supporting documentation for refunds*	ATC - General Acctg Files	CY + 3 yrs.
Refunds, Manual	*Student Refund requests, manual*	ATC - General Acctg Files	4 years
Returned Check Correspondence	*3rd party payors*	Electronic - Common Drive	2 years rolling
Returned Check Correspondence	*Students*	PS - Communications	2 years rolling
Returned Chks & JV - Depts	*Department returned checks*	ATC - General Acctg Files	2 years rolling
Returned Chks & JV - Students	*Student returned checks*	ATC - General Acctg Files	CY + 4 yrs
Signature Logs	*Petty cash, red bag deposits, check pickup*	UC - Files	1 yr. rolling

Name of Document	Description	Location	Retention
Stop Payments/Voids	*Stop payment or void of student refund check*	ATC - General Acctg Files	4 years
Student Account Adjustments	*Requests through lotus notes database*	Lotus Notes Archive Folders	CY + 4 yrs
Student Account Data (PS)	*Student Account Transactions*	PS - St. Account	Permanent (25 years)
Student Insurance	*Enrollment and waivers for student insurance*	PS - Service indicator data	Permanent (25 years)
Student Payments - Echeck	*Echeck, Counter & Wire Payments*	UC - Files	CY + 4 yrs
Student Payments - Lockbox	*BoA lockbox payments*	UC - Shelf	CY + 4 yrs
Student Payments - TMS	*Files from TMS and manuals*	UC - Files & electronic	CY + 4 yrs
Student Payments & Cash Reports	*Details of each cashiers' daily activity & Loomis deposit slip and student payments*	UC - Files	5 years rolling
Tuition Assistance/Grants	*Original documents*	ATC - General Acctg Files	CY + 4 yrs.