

**Record Retention  
Employee Travel and Reimbursement**

<b>Duke University Record</b>	<b>Medium</b>	<b>Minimum Retention Period</b>
Cancelled checks	CD ROM	CY + 7 years
Check registers	original	CY + 7 years
Forms 1099	ET &R copy (a)	CL + 5 years
Imprest Cash Requisition for Payment, Miscellaneous Reimbursement Form Form & backup	original	CY + 7 years
Paris transactions	database	CY + 7 years
Travel Expense Voucher, Travel Expense Form Form & backup	original	CY + 7 years
Y-T-D payments by payee	microfiche	CL + 5 years
1099 control reports	original	CL + 5 years
1099 Y T D transaction listing	original	CL + 5 years

(a) Original sent to federal/state agencies

**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- Perm: Permanent record unless superceded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