

**Record Retention Policy
Plant Accounting**

Duke University Record	Medium	Minimum Retention Period
Capital asset records	Paper	FY + 10 years
Space allocation records	Electronic	10 years

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- Perm: Permanent record unless superceded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