

**Record Retention
Treasury Operations**

Duke University Record	Medium	Minimum Retention Period
Bond Requisition		
Copies of Reimbursement Request	Paper	BIM + 7 years
Copies of Checks	Paper	BIM + 7 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- Perm: Permanent record unless superceded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
- BIM: Bond Issue Maturity