

Policy Number: 282.0

Policy: Record Storage, Retention, and Disposition Policy

Effective Date: 3/2013

Revision Date: 3/2013

Approved by: Business Services Director

PROCEDURE:

I. Storage of Documents:

- A. All documents list below shall be stored in Business Services or one of its designated storage areas.
- B. When not being processed or used for official business all records will be stored in their proper filing system.
- C. All records will be secure during non-working hours. Secure means locked within the department or storage area.
- D. When documents are sent to storage areas they will marked with the appropriate disposition date.
- E. All records storage years begin after completion or satisfaction of commitment or obligation.

II. Retention of Documents:

Record Description	Retained Years	Disposition
Accounts Receivable	5	Destroy
Accounts Payable	5	Destroy
Accounts Payable Grants	10	Destroy
Uncollectible Student Accounts	2	Destroy
Deposits	3	Destroy
Bank Statements	3	Destroy
Misc Reconciliations	5	Destroy
Perkins Loan Program	7	Destroy
Purchasing – RFP, IFB, Bids	4	Destroy
Purchasing – PO's, Adjust., sole source	8	Destroy
Purchasing – P-Card	5	Destroy
Purchasing – P-Card Grants	10	Destroy

III. Disposal Procedures:

- A. All documents that have reached their destruction date shall be shredded or destroyed by another means to the extent that the information on such documents is not legible.