

Section M Record Retention

NDSU Policy 713

See NDSU Policy Manual – Policy 713
Too lengthy to restate here.

Department Guidelines

1. Policy Interpretation

This record retention guideline is intended to focus on records that are commonly held by departments outside the central administration departments. Policy 713 in the Policy Manual shows and approved schedule of retention periods for various forms, documents, and reports; however, as the policy states, in most instances the Policy applies only to central administration as the primary or official record holder of the University.

Tip:

It is important for departments not to overlook the importance of record retention. Once or twice a year departments should go through their stored records, review the dates, and get rid of the documents no longer needed.

2. Reports

Departments receive a variety of accounting and payroll reports from the central administrative offices on a regular basis. Most of these reports are now delivered on the web using the PageCenter software. Some reports are still printed on paper (usually green bar paper) and delivered via campus mail.

For reports delivered via PageCenter, a computerized retention schedule has been established, which varies depending on the report. Most of the reports in PageCenter will be available for about three years. *The PageCenter software will automatically purge the reports that have reached the end of their retention period.*

Examples of reports on PageCenter are as follows:

Pageset name	Report Name
UASGC716A	BUDGETED FUNDS RPT/DEPT
UASGC763	MONTHLY DETAIL TRANS REPORT
UASGC777A	PRIN INVSTGTR FUND SUM STATUS
UASGL590A	FUND SUMMARY REPORT

Financial Processing Guidelines for NDSU Departments

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UASGL600A	FUNDS TRANSACTION REPORT
UASGL710A	APPROP FUND SUMMARY
UASGL720A	DEPT SUMMARY OF EXPENDITURES
UASGL780A	FIN STATUS DEPT SUMMARY
UASPP590	STAFF ADDRESS COLLECTION RPT
NDSPP300LO7Z	SALARY PROOF BY DEPARTMENT
NDSPP300LO7D	HOURLY PROOF LIST BY DEPT.
UASPP500	SALARY DISTRIBUTION-DEPT
UASPP501	FRINGE BENEFIT DISTRIBUTION

There is **no required retention period** for administrative paper reports delivered to departments through campus mail, because the information is stored on the administrative computer system. Departments may hold onto those reports as long as they wish. Due to space limitations, **a suggested retention period is two years**, but this can vary depending on the report, management needs, etc..

3. Forms and documents

Retention periods will vary for forms and documents depending on whether the form or document is the original document (and not held in a central administrative office) or an extra copy (and the original is stored in a central administrative office).

In some cases, a form or document is an original document (and not held in a central administrative office). **A good general rule is to retain these documents for ~~four~~ seven (change effective: March 2003) years.**

Examples:

- Original vendor invoices that are input to the CICS system via on-line screen AP82.
- Employee leave slips input via on-line screen PP69.
- Accounts Receivable charge forms and documentation input via on-line screen AR05.
- Time records input via on-line screen PP08.
- Charge information entered by billing departments via on-line screen JB30.
- Information supporting job billing redistribution entries input via on-line screen JB40.

In some cases a form or document is an extra copy (and the original is stored in a central administrative office). In these cases, departments make photocopies of documents that are submitted to a central office, so they can refer to them at a later time to answer questions. **There is no required retention period for these documents, but a suggested retention period is two years.** Examples:

Photocopies of:

- travel vouchers and supporting invoices
- request for payments and invoices
- Payroll 100, 101, 102 forms
- Interdepartmental billing forms and invoices

4. Internal Control

To assure compliance with all regulatory agencies as well as the records retention Schedule, the internal auditor of the University may be contacted regarding either the retention or disposition of records.