University of Alaska Interim Records Retention Schedule				
Retention Periods are Expressed in Years Unless Otherwise Noted				
Record Title	**Office**	**Records Center**	**Destroy After**	**Vital Record**
ACCOUNTING SERVICES ITEMS				
Accounts Payable Vendor Files	C+1	6	7	
Administrative Files	3	3	7	
Discount Sheets	1	1		
Invoice Letters	1	1		
Year End Closing Letters	C	T		
Cancelled Checks	1	(M)	10	
Check Copies	1	(M)	10	
Journal Vouchers	1	(M)	10	
C001 Batch Control	1	(COM)	1	
C002 Batch Control	1	(COM)	1	
C009 Was/Is Report	1	(COM)	1	
AR141 Daily Transaction	5	(COM)	10	
AR142 FAS Batch Control	5	(COM)	5	
AR143 Daily Cash Report	5	(COM)	5	
AR111 Cash Receipt Register	5	(COM)	5	
AR121	5	(COM)	5	
AR151 Agency Billings	5	(COM)	5	
AR221 Aged Accounts Receivable	5	(COM)	5	
AR261 A/R Detail History	5	(COM)	5	
AR281 Outstanding A/R	5	(COM)	5	
AR321 Agency & Constr. Aging	5	(COM)	5	
AR267 A/R Deletes	10	(COM)	10	
AP141 Check History Report (Bank)	1	P(COM)		
AP142 Check History Report (FAS)	1	(COM)	1	
AP151 Void History Report	1	(COM)	1	
AP152 Spoiled Check	1	(COM)	1	
AP250 Open P.O. (Org)	1	(COM)	1	
AP260 Open P.O. (Vendor)	1	(COM)	1	
AP280 Deleted AP Details	10	(COM)	10	
AP330 Aged Open Invoices Year End	5	(COM)	5	
AP340 Open P.O. (P.O.)	1	(COM)	1	
AP350 Open P.O. (Org)	5	(COM)	5	
AP360 Open P.O. (Vendor)	1	(COM)	1	
AP190 Travel Expense Report	5	(COM)	5	
F111 General Ledger History	P	P(COM)		
Bank & Balance Sheet Recon	C+2	2	5	
Financial Statement Work Papers	C+2	P		
F112 General Ledger Trial Balance	1	(COM)	1	
F112 Final one for each year	P	P(COM)		
F113 Summary Trial Balance	1	(COM)	1	
F113 Final one for each year	P	P(COM)		
F121 Monthly Org. Transaction Report	1	(COM)	1	
F122 Yearly Org. Transaction Report	P	P(COM)		
F130 Balance Sheet	1	(COM)	1	
F130 Final one for each year	P	P(COM)		
F170 JV Reg. By JV Number	1	(COM)	1	
F171 JV Reg. By Org. Number	1	(COM)	1	
G421 Grant by Grant Year	5	(COM)	5	
G450 Grant Expenditure w/FD Group	5	(COM)	5	
G460 Grant Transaction Report	5	(COM)	5	
M221-226 Org Status	1	(COM)	1	
M221-226 Final one for each year	10	(COM)	10	
M265 Expenditure control Report	1	(COM)	1	
M265 Final one for each year	10	(COM)	10	
S511 Rev/Expend Compared to Budget	1	(COM)	1	
S511 Final one for each year	10	(COM)	10	
BUDGET OFFICE:				
Budget Entry Transcripts (Revision)	7	N/A	7	
Budget Reports Begin & End Prior to 1998	3	5	8	
Budget Data Tables FBB2SBD_XX in the Reports Instance of DSDMGR after 1997	8	N/A	8	

DRAFT

University of Alaska Interim Records Retention Schedule				
Retention Periods are Expressed in Years Unless Otherwise Noted				
Record Title	**Office**	**Records Center**	**Destroy After**	**Vital Record**
Financial Statement/Schedules				
Statewide	P	N/A	N/A	
MAU's	5	P-Library	N/A	
Working Papers	5	P-Library	N/A	
Budget Requests	5	P-Library	N/A	
Fiscal Year Operating and Capital Budget Requests (Red Book)	5	P-Library	N/A	
Authorized Operating and Capital Budgets (Yellow Book)	5	P-Library	N/A	
BUSINESS OFFICE:				
Accounts Payable Vendor Files	2	5	7	
Accounts Recv FY End Aging Trial Balance	P(COM)			
Accounts Recv FY End Aging Detail	P(COM)			
Accounts Recv Monthly Summary Reports	P(COM)			
Adjustments and Charges	3	4	7	
Agency Billings	1	4	5	
Airline Accounts Payable TR's	1	4	5	
Bank and Balance Sheets	2	5	7	
Bond and Mortgage Reports	C	P		
Bookstore Charges	1	4	5	
Bookstore Buyback	2	3	5	
Bookstore Inventory	2	3	5	
Cash Receipt & Distribution Register	1	P(M)		
Cash Receipts	1	4	5	
Check Pick Up Logs	2	5	7	
Daily Bank Card Log	2	5	7	
Daily Cash Report	1	4	5	
Daily Deposit	3	4	7	
Debit Memos	1	4	5	
Denied Tolls	1	1	2	
Dorm and Apartment Deposit Refunds	1	4	5	
Fee Registration Distribution Register	1	P(M)		
Fee Statements	1	4	5	
Incoming Check Logs	2	5	7	
MUS Monthly Phone Report	1	2	3	
Overhead Proposals	2	3	5	
Phone Detail (Installation Charges)	1	1	1	
Phone Equipment Charges to Departments	1	1	2	
Student Loan Check Copies	1	P(M)		
Travel Expense Reports	1	4	5	
Travel Log	1	2	3	
Warehouse Transfers (Originals)	1	4	5	
AR111 Cash Receipts/Account Number Detail	5	(COM)	5	
AR141 Daily Transaction Listing	5	(COM)	5	
AR142 FAS Batch Control Report	5	(COM)	5	
AR143 Daily Cash In & Out Report	5	(COM)	5	
AR151 Agency Billings	5	(COM)	5	
AR190 Travel Expense History	5	(COM)	5	
AR014 Regular Acct Recv Charge Slip	1	4	5	
AR003 Acct Recv Adjustment	1	4	5	
AR221 Aged Accounts Receivable	5	(COM)	5	
AR261 Detail History Report	5	(COM)	5	
AR281 Outstanding AR Including Uncollectible	5	(COM)	5	
AR321 Agency & Contract Aging	5	(COM)	5	
GRANTS & CONTRACTS:				
Grants and Contracts Files	C	10	10	
Miscellaneous Correspondence	3		3	
Overhead Files	C	10	10	
Unfunded Proposals	1	1	2	
PROPERTY:				

DRAFT

University of Alaska Interim Records Retention Schedule				
Retention Periods are Expressed in Years Unless Otherwise Noted				
Record Title	**Office**	**Records Center**	**Destroy After**	**Vital Record**
Motor Vehicle Information: Titles	Until Disposed			
Property Inventories	C+1	1	3	
Property Report	C+1	1	3	
Surplus Sales Information				
Disposal, Auction Receipts, & Recipient Lists	2	5	7	
Year End Property Run	2	5	7	
PURCHASING:				
Bid Files	C+1	6	7	
Correspondence Files	3	3	6	
Limited Purchase Orders	C+1	6	7	
Purchase Orders	C+1	6	7	
Request for Bids	5	5	10	
Request for Quotes	5	2	7	
Statistics Log	1	6	3	
TIM Edits	T		T	
POST OFFICE:				
Post Records	2	3	5	

Retention Codes
C Current Active
T Terminated, Obsolete, or Superseded
P Permanently Held in the Location Indicated
M Microfilmed
P(M) Permanently Retained in Microform
P(COM) Permanently retained on Computer Output Microfiche