

University of Alaska

Cash Management Records Retention and Disposition Schedule

Retention Periods are Expressed in Years Unless Otherwise Noted

Effective September 14, 2012

Item Number	Record Series or Title	Media of Origin / OnBase Doc Type	Minimum Retention Period (Unrestricted Funds)	Custodian Location	Disposition	Remarks/Details/Compliance/Retain as paper/electronic/digital/microfilm/OnBase security groups
1	Checks (Original)	2009 CD Prior to 2009 Paper to Microfilm	Retain current fiscal year plus 7 years.	Cash Management Office	Destroy 7 years after fiscal year*	The Treasury Division of the Department of Revenue retains warrants for 7 years. State of Alaska General Administrative Records Retention Schedule (GARRS) item 31 Redeemed Warrants. Since 2009 Statewide Cash Management Office Maintains Master CD for 7 years. Prior to 2009 the SW Records Center microfilmed the checks then shredded the paper. Microfilm should be destroyed (shredded) 7 years after fiscal year. Best Practices UA.
2	Incoming Wire transfer documents	Electronic and printed on paper	Retain current fiscal year plus 3 years. (electronic format stored 6 months)	Cash Management Office	Destroy 3 years after fiscal year Destroy electronic copy after 6 months*	NACHA Operating Rules and Guidelines (National Automated Clearing House Association) FDIC Regulation 205.13 retain evidence for an investigation enforcement proceedings. MAU Destruction should be by cross cut shredding under dual control in office or transferred to Statewide Records Center for destruction.
3	Outgoing Wire transfer documents -EFT Process	Electronic and printed on paper	Retain current fiscal year plus 7 years. (electronic format stored 6 months)	Cash Management Office	Destroy 7 years after fiscal year Destroy electronic copy after 6 months*	Currently retained with JV support documentation. Cash Management will change process to accomplish a 7 year retention. When a wire transfer is requested UA requires the exact EFT information to initiate the wire transfer via the bank and through applicable Federal Reserve processes. NACHA Operating Rules and Guidelines (National Automated Clearing House Association). FDIC Regulation 205.13 retain evidence for an investigation enforcement proceedings. Destruction should be by cross cut shredding under dual control in office or transferred to Statewide Records Center for destruction.

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4	Bank related backup Includes: Research, documentation justifying fees, U errors, and activity, etc. received by bank and distributed to applicable site for accounting documentation.	Paper	Retain current fiscal year plus 3 years.	Cash Management Office	Destroy 3 years after fiscal year*	GARRS item 29 Banking Records Destruction should be by cross cut shredding under dual control in office or transferred to Statewide Records Center for destruction. Best practices UA.
5	Daily Deposit Records Includes: Back up detail for cashier sessions by date/deposit name	Paper	Retain current fiscal year plus 3 years.	MAUs	Destroy 3 years after fiscal year*	GARRS item 29 Banking Records Destruction should be by cross cut shredding under dual control in office or transferred to Statewide Records Center for destruction
6	Returned deposited items report from FNBA -Provides the detail of bank debit daily total for returned items.	Paper	Retain current fiscal year plus 3 years.	MAUs	Destroy 3 years after fiscal year*	FNBA - First National Bank of Alaska GARRS item 29 Bank Records Destruction should be by cross cut shredding under dual control in office or transferred to Statewide Records Center for destruction.
7	Bank Statements (Original) Includes: Depository Accounts, Daily Activity Statements, Short Term Accounts, Disbursement Accounts, Repo/Comp Accounts, Investment Accounts	Paper	Retain current fiscal year plus 7 years.	Cash Management Office	Destroy 7 years after fiscal year*	GARRS item 29 Banks Records - Retain original bank statements current fiscal year plus 7 years Destruction should be by cross cut shredding under dual control in office or transferred to Statewide Records Center for destruction

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8	Disbursement Account Stop payment orders -Electronic Acceptance	Electronic and printed on paper	Retain current fiscal year plus 3 years. (electronic format stored 6 months)	Cash Management Office	Destroy 3 years after fiscal year Destroy electronic copy after 6 months*	GARRS item 29 Banks Records - Retain current fiscal year plus 3 years. Destruction should be by cross cut shredding under dual control in office or transferred to Statewide Records Center for destruction
9	Bankcard Statements -Electronic Acceptance -Manual Acceptance -Interchange Rates -Consolidated List	Paper	Retain current fiscal year plus 7 years.	Cash Management Office	Destroy 7 years after fiscal year*	GARRS item 29 Banks Records - Retain original bank statements current fiscal year plus 7 years. Destruction should be by cross cut shredding under dual control in office or transferred to Statewide Records Center for destruction.
10	Credit Card Chargeback documents (filed at campus)	Paper	Retain current fiscal year plus 3 years.	MAUs	Destroy 3 years after fiscal year*	Prior to 2009 Cash Management originally retained for 7 years but acknowledges change to 3 years to match state standards in General Accounting Records and General Administrative Records Retention Schedule dated January 2009. Destruction should be by cross cut shredding under dual control in office or transferred to Statewide Records Center for destruction.
11	Account Analysis	Paper	Retain current fiscal year plus 3 years.	Cash Management Office	Destroy 3 years after fiscal year*	GARRS item 29 Banks Records Destruction should be by cross cut shredding under dual control in office or transferred to Statewide Records Center for destruction.
12	Daily bank activity logs	Paper	Retain current fiscal year plus 3 years.	Cash Management Office	Destroy 3 years after fiscal year*	GARRS item 29 Banks Records Destruction should be by cross cut shredding under dual control in office or transferred to Statewide Records Center for destruction.
13	Bank Collateral Statements	Paper	Retain current fiscal year plus 3 years.	Cash Management Office	Destroy 3 years after fiscal year*	GARRS item 29 Banks Records Destruction should be by cross cut shredding under dual control in office or transferred to Statewide Records Center for destruction.

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14	Depository Reconciliation	Paper	Original reconciliations are retained for current fiscal year plus 7 years. Copies may be retained until administrative need is met, not to exceed 7 years after current fiscal year.	MAUs/Cash Management Office	Destroy 7 years after fiscal year*	GARRS item 30 Reconciliation Working papers - Retain for audit purposes current fiscal year plus 7 years. Destruction should be by cross cut shredding under dual control in office or transferred to Statewide Records Center for destruction.
15	Balance Sheet Accounts Reconciliations	Paper	Original recons are retained for current fiscal year plus 7 years. Copies may be retained until administrative need is met, not to exceed 7 years after current fiscal year.	MAUs/Cash Management Office	Destroy 7 years after fiscal year*	GARRS item 30 Reconciliation Working papers - Retain current fiscal year plus 7 years (Per agreement with MAUs best business practices). Destruction should be by cross cut shredding under dual control in office or transferred to Statewide Records Center for destruction.
16	Deposit Detail by Deposit Number -SQL Report that Finsys runs- details Cashier sessions	Paper	Retain until administrative need is met.	MAUs/Cash Management Office	Destroy after administrative need is met*	Per agreement with MAUs best business practices. Destruction should be by cross cut shredding under dual control in office or transferred to Statewide Records Center for destruction.
17	Deposit grants by rule code -SQL Report that Finsys provides summary against a particular fund number	Paper	Retain until administrative need is met.	MAUs/Cash Management Office	Destroy after administrative need is met*	Per agreement with MAUs best business practices. Destruction should be by cross cut shredding under dual control in office or transferred to Statewide Records Center for destruction.

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18	FGRGLTA Report (General Ledger Detailed Transaction Report)	Paper	Retain until administrative need is met.	MAUs/Cash Management Office	Destroy after administrative need is met*	This is the printed copy of the General Ledger Detailed Transaction Report run from a Banner Query. Per agreement with MAUS best business practices. Destruction should be by cross cut shredding under dual control in office or transferred to Statewide Records Center for destruction.
19	Payroll Stop Payments	Electronic and printed on paper	Retain current fiscal year plus 7 years. (electronic format stored 6 months)	Cash Management Office	Destroy 7 years after fiscal year Destroy electronic copy after 6 months*	Retain 7 years. AK Department of Finance Retention Schedule item 25 - Lost Deposit Claims, Research, Stop Pay, and Reissue. Destruction should be by cross cut shredding under dual control in office or transferred to Statewide Records Center for destruction.
20	<p>Transitory & Miscellaneous Administrative Information</p> <p>Includes: email with short-lived or no administrative value, voice mail, self-adhesive notes, data input documents, appointment books/calendars, intra-office correspondence tracking logs, word processing files, suspense files, temporary instructions, publication bulletins, notary certificates (copies), meeting notices, announcements and training flyers.</p>	Electronic and printed on paper	Retain until administrative need is met.	All	Destroy after administrative need is met*	Documents containing information that does not set policy, establish guidelines or procedures, certify a transaction, or become a receipt. See University of Alaska General Administrative Records Retention and Disposition Schedule Item 76 Transitory and Miscellaneous Administrative Information.
*A university record may not be destroyed if any litigation, claim, negotiation, audit, public records request, administrative review or other action involving the record is initiated prior to the expiration of the retention period until the completion of the action.						