

**University of Alaska Finance Accounting Records Retention/OnBase Document Type and Disposition Schedule**

**Retention Periods are Expressed in Years Unless Otherwise Noted**

<b>Item No.</b>	<b>Record Series/Title</b>	<b>OnBase Document Type</b>	<b>Media of Origin</b>	<b>Minimal Retention Time</b>	<b>Custodian Location</b>	<b>Disposition Information Lifecycle</b>	<b>Description/Details/Justification</b>
1	Journal Voucher and/or Associated Backup Documentation	Fin Journal Voucher	Electronic and Paper	Destroy 10 years after current fiscal year	SW Fund Accounting and UA Campuses	Destroy 10 fiscal years after current fiscal year	<p><b>Unrestricted</b> Electronic Documents purged after +10 years for unrestricted projects.</p> <p><b>Restricted</b> (Sponsored Projects) Documentation purged 3 years after the submission date of the projects final financial report. <b>Per UA Grants and Contracts Record Retention and Disposition Schedule.</b></p> <p><i>Exceptions to this will include the following:</i></p> <ol style="list-style-type: none"> <li>1) Journal Vouchers to the employee file +50 years.</li> <li>2) Any Supporting document for real property and equipment acquired with Federal funds must be destroyed for three years after final disposition.</li> <li>3) Unless otherwise stated in Sponsored Agreement</li> </ol>
2	Cash Receipts  Original cash receipt with transmittal sheets & backup		Electronic and Paper	Retain source documentation current fiscal year plus 3 fiscal years	Campuses	Destroy 3 years after current fiscal year	Electronic Documents purged after 3 years providing all litigation, claims, and audit findings involving the records have been resolved and final action has been taken. Documentation must be retained for a period of three years or for three years after submission date of the projects final financial report (sponsored projects), whichever is longer.
3	Bank Statements (Common Fund)  Original Common Fund statements used for account reconciliations		Electronic and Paper	Retain current fiscal year plus 7 years	Cash Management Office	Destroy 7 years after current fiscal year	State of Alaska General Records Retention Schedule (GARRS) item 29 Bank 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 Retention for destruction.

Item No.	Record Series/Title	OnBase Document Type	Media of Origin	Minimal Retention Time	Custodian Location	Disposition Information Lifecycle	Description/Details/Justification
4	Investment Statements (BNY)  Original BNY statements used for account reconciliations		Electronic and Paper	Retain current fiscal year plus 7 years	Cash Management Office	Destroy 7 years after current fiscal year	General Records Retention Schedule (GARRS) item 29 Bank 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 Retention for secure destruction.
5	Incoming Wire transfer documents  Original wire transfer received directly from bank. This information is forwarded to applicable campus as official notification.		Electronic and Paper	Retain Current Fiscal Year Plus 3 years	Cash Management Office	Destroy 3 fiscal years after current fiscal year	NACHA Operating Rules and Guidelines (National Automated Clearing House Association). FDIC Regulation 205.13 retain evidence for an investigation enforcement proceedings. AAU Destruction should be by cross cut shredding under dual control in office or transferred to Statewide Records Center for destruction.
6	Outgoing Wire transfer documents  All outgoing requests submitted and processed by Cash Management is attached as JV backup. (CM does not keep original documentation)		Electronic and 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. (Per FDIC regulations)	Currently retained with JV supporting documentation. Cash Management will change process to accomplish a 7 year retention. When a 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.
7	Open Capital Project Fund Documents  Filed by Fund Number - Includes copies of budget adjustments and receiving reports from campuses (mainly UAF). Includes		Electronic and Paper	Retain for 3 years after appropriation closes	Campuses	Destroy 3 years after appropriation closes	Documents purged 3 years after appropriation closes. Per State of Alaska General Administrative Record Retention Schedule #100.3 item 23.
8	Unclaimed Property		Paper	Destroy 10 years after holder files the unclaimed property report.	SW Financial Systems	Destroy 10 years after holder files the unclaimed property report.	Alaska Statutes Title 34 Chapter 45 Section 300. AS34.45.300. Records shall be maintained for 10 years after holder files the unclaimed property report

Item No.	Record Series/Title	OnBase Document Type	Media of Origin	Minimal Retention Time	Custodian Location	Disposition Information Lifecycle	Description/Details/Justification
9	Account Reconciliations  Reconciliations of BFS account balances with bank balances.		Electronic and Paper	Retain Current Fiscal Year Plus 3 years	Campuses	Destroy 3 years after current fiscal year	Electronic documents purged after 3 years providing all litigation, claims, and audit findings involving the records have been resolved and final action has been taken. Documentation must be retained for a period of three years or for three years after submission date of the projects final financial report (sponsored projects), whichever is longer. Exceptions to this will include the following: 1) Any Supporting document for real property and equipment acquired with Federal funds must be retained for three years after final disposition. 2) Per SW Fund Accounting all Bond Revenue Reconciliation must be kept permanently
10	Bond Issue documents  Original documents for issuance of General Revenue Bonds		Electronic and Paper	Retain for Life of the Bond plus 3 years	SW Financial Systems	Destroy 3 years after the life of the bond	Electronic documents purge after administrative needs are met. Per Internal Revenue Service Tax Code section 6001.
11	Debt Service documents  Original indentures and related documents		Electronic and paper.	Retain for Life of the Bond plus 3 years	SW Financial Systems	Destroy 3 years after the life of the bond	Per IRS guidelines Tax Exempt Bond Record must be retained for the entire term of the bond issue and three years. IRS Record Retention Section 6001 of Tax Code and State of Alaska Schedule #300.1 item 2.13.1.
12	End of Year Transmittals/year-end closing documents (copies)  Compliance with Statewide Accounting Manual A-14		Electronic and paper	Current fiscal year plus 3 years.	SW Financial Systems	Destroy 3 years after current fiscal year	Electronic document purged after one year after current fiscal year. State of Alaska Retention Schedule #401 1.01 and 2.06
13	Monthly & Quarterly recon from campuses (copies)		Electronic and Paper	Current fiscal year plus 3 year.	SW Financial Systems	Destroy 3 years after fiscal year	Electronic document purged after one year after current fiscal year. State of Alaska Retention Schedule School Districts #400.1 Items 1.01 and 2.07
14	Fixed Asset (HCA Asset Management DBA Herons and Associates) Inventory  FY listing of building and component		Electronic and Paper	Retain until managerial and administrative need is met.	SW Property/Financial Systems	Destroy after administrative or management need is met	Electronic Documents retain until administrative and management needs are met. State of Alaska Schedule #300.1 item number 2.13

Item No.	Record Series/Title	OnBase Document Type	Media of Origin	Minimal Retention Time	Custodian Location	Disposition Information Lifecycle	Description/Details/Justification
15	Accounts Payable File Original check request with backup		Electronic and Paper	Retain current fiscal year plus 3 years.	SW Finance and Campuses	Destroy 3 fiscal years after fiscal year	State of Alaska retention retain current fiscal year plus 3 years. State of Alaska Equivalent Item Number 20 GARRS - Disbursement Accounting
16	Quarterly billing to SOA (Billing documents)		Electronic and paper	Retain Source Documentation after three years of final invoice.	Campuses	Destroy source documentation after 3 years of last final invoice	Electronic documents are purged after three years of last financial invoice Per State of Alaska General Retention Schedule #1003. item 28.
17	University Art Various pictures and documents with information about University artwork		Electronic and Paper	Retain until administrative or management need is met.	Foundation	Destroy after administrative or management need is met	Electronic documentation retained indefinitely or until administrative or management needs are met.
18	Annual Audit work papers Backup for the Annual Financial Statements and corresponding audit	FIN FA Audit Interim and Final	Electronic	Retain 5 years	SW Fund Accounting OnBase System	Delete Scanned images/electronic documents after 5 years or/by automatic process to purge documents	Storage for A-133 Audit Work papers-University of Alaska General Administrative Records Retention and Disposition Schedule Items 73 & 74. Division of Finance Consolidated Schedule Item 53 and State of Alaska General Administrative Records Retention Schedule item 74.
19	Fixed Asset documents Original Documents for capitalization of assets of BFS		Electronic and Paper	Life of asset plus 3 years	SW Fund Accounting	Life of Asset plus 3 years	Electronic documents purged after administrative needs are met. Per 2 CFR 215.
20	Integrated Postsecondary Education Data System (IPEDS) Completed report and backup		Electronic and Paper	Destroy after administrative or management need is met	Statewide Fund Accounting and Statewide Institutional Research	Destroy after administrative or management need is met	Electronic documents purged after administrative need is met. Per Alaska General Administrative Retention Schedule #100.3 item 56.
21	OMB Circular A-133 (Single Audit) documents (Sub recipient Monitoring)	FIN FA A-133	Electronic	Retain 5 years	SW Fund Accounting OnBase System	Delete Scanned images/electron documents after 5 years or/by automatic process to purge documents	Storage for A-133 Audit Work papers, University of Alaska General Administrative Records Retention and Disposal Schedule item 73 and 74. Division of Finance Consolidated Schedule Item 43 and State of Alaska General Administrative Records Retention 100.3 item 74

Item No.	Record Series/Title	OnBase Document Type	Media of Origin	Minimal Retention Time	Custodian Location	Disposition Information Lifecycle	Description/Details/Justification
22	Tax documents 990-T (UBIT)		Paper	Retain until administrative or management need is met.	SW Fund Accounting	Destroy after administrative or management need is met	Store Electronic until administrative needs are met. Per IRS Paperwork and Privacy Act. Per IRS Publication 583-Keeping Records, also Privacy Ac and Paperwork Act.
23	University Financial Statements Hard Copy Financial Statements		Paper	Retain until administrative need is met then transfer to University of Alaska Archive (Library)	SW Fund Accounting	Transfer to University of Alaska Archives after administrative or management need is met.	Electronic retain until administrative need is met. Per State of Alaska Government Model General Administrative Records Retention Schedule #300.1 item 3.41
24	Transitory & Miscellaneous Administrative Information  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.		Electronic and Paper	Retain until administrative need is met.	Campuses	Destroy after administrative or management need is met	Record series consists of documents that are created primarily for communication of information, as opposed to communication designed for perpetuation of knowledge. Transitory messages do not set policy, establish guidelines or procedures, certify a transaction, or become a receipt includes: email, self adhesive notes, data input documents, appoint books/calendars, intra -office correspondence tracking logs, word processing files, suspense files, temporary instruction, publication bulletins, notary certificate (copies), meeting notices, announcements and training flyers. Per University of Alaska General Administrative Records Retention and dispostion Schedule (GARRDS) Item 76.
	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.						