

**University of Alaska Fund Accounting
Records Retention and Disposition Schedule**

Retention Periods are Expressed in Years Unless Otherwise Noted

Effective Date June 28, 2012

Item No.	Record Series/Title	*OnBase Document Type	Media of Origin	Minimum Retention Time	Custodian Location	Disposition Information Lifecycle	Description/Details/Reference/Citations/Best Business Practices
1	Financial Statement Work papers Foundations	FIN FA UA Foundation	Electronic	Retain 5 Years	SW Fund Accounting OnBase System	Delete Scanned images/electronic documents after 5 years Request Systems Administrator or/by automatic process to purge documents	Storage for UA Foundation Audit Workpapers University of Alaska GARRDS* Items 73 &74 Division of Finance Consolidated Scheduled Item 53 State of Alaska GAARS** 100.3 Item 74
2	Financial Statement Work papers A-133	FIN FA A-133	Electronic	Retain 5 Years	SW Fund Accounting OnBase System	Delete Scanned images/electronic documents after 5 years Request Systems Administrator or/by automatic process to purge documents	Storage for A-133 Audit Workpapers University of Alaska GARRDS* Items 73 &74 Division of Finance Consolidated Scheduled Item 53 State of Alaska GAARS** 100.3 Item 74
3	Financial Statement Work papers Interim Audit	FIN FA Audit Interim	Electronic	Retain 5 Years	SW Fund Accounting OnBase System	Delete Scanned images/electronic documents after 5 years Request Systems Administrator or/by automatic process to purge documents	Storage for Annual Interim Audit Workpapers University of Alaska GARRDS* Items 73 &74 Division of Finance Consolidated Scheduled Item 53 State of Alaska GAARS** 100.3 Item 74
4	Financial Statement Work papers Final Audit	FIN FA Audit Final	Electronic	Retain 5 Years	SW Fund Accounting OnBase System	Delete Scanned images/electronic documents after 5 years Request Systems Administrator or/by automatic process to purge documents	Storage for AnnualFinal Audit Workpapers University of Alaska GARRDS* Items 73 &74 Division of Finance Consolidated Scheduled Item 53 State of Alaska GAARS** 100.3 Item 74

* General Administrative Records Retention and Disposition Schedule

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