

UAPB RECORDS RETENTION SCHEDULE

TYPE OF RECORD	DESCRIPTION OF RECORD	RETENTION PERIOD	RETENTION LOCATION	CUSTODIAN
FINANCE AND ADMINISTRATION				
Accounts Payable				
Federal Form 1099	Federal Tax Documents	Per Leg. Audit Retention Policy ¹	Controller's Office	AP Supervisor
Travel Expenses	Travel expenses for employees including, but not limited to, reimbursement claims, travel detail sheets, and supporting documentation such as receipts.	Per Leg. Audit Retention Policy ¹	Controller's Office	AP Supervisor
Vouchers Support	Payment Vouchers, Invoices, Support	Per Leg. Audit Retention Policy ¹	Controller's Office	AP Supervisor
Invoices	Recorded of demand for payment	Per Leg. Audit Retention Policy ¹	Controller's Office	AP Supervisor
Check Registers	Log of Checks issued	Per Leg. Audit Retention Policy ¹	Controller's Office	AP Supervisor
Checks: Not Redeemed	Voided and not-redeemed checks, cancelled checks, and re-issued checks; redeemed checks written on University accounts.	Per Leg. Audit Retention Policy ¹	Controller's Office	AP Supervisor
Audits				
Audit Reports and Correspondence	Legislative Reports, Correspondence	Per Leg. Audit Retention Policy ¹	VCFA	VCFA
Audit Report Prepared by Leg. Audit	Final Audit Report	Until next audit report issued by Legislative Audit	VCFA	VCFA
Internal Audit Reports	Internal Audit Reports	3 Years	VCFA	VCFA
Cashier's Office				
Daily Reports	Daily Receipts and Workpapers	Per Leg. Audit Retention Policy ¹	Controller's Office	Cashier's Office Supervisor
End-of-Month Reports	System Generated Reports	Per Leg. Audit Retention Policy ¹	Controller's Office	Cashier's Office Supervisor
End-of-Year Reports	System Generated Reports	Per Leg. Audit Retention Policy ¹	Controller's Office	Cashier's Office Supervisor
Change Fund	Authorization requests and approvals	Per Leg. Audit Retention Policy ¹	Controller's Office	Cashier's Office Supervisor
Receipts and Support	System Generated Reports and supporting documentation	Per Leg. Audit Retention Policy ¹	Controller's Office	Cashier's Office Supervisor
General Ledger Accounting				
Account Reconciliations	Internal Documents, Support	Per Leg. Audit Retention Policy ¹	Controller's Office	Assistant Controller
Bank Reconciliations & Support	Workpapers, Bank Statements & Support	Per Leg. Audit Retention Policy ¹	Controller's Office	Assistant Controller
Bank Statements	Current Status of Transaction Activity held at the State Treasury and/or bank	Per Leg. Audit Retention Policy ¹	Controller's Office	Assistant Controller
Bond Issues and Related Documents	Bond Issues and related supporting documents; arbitrage calculations, debt service payment vouchers, workpapers, support; Indentures and related correspondence, documents, and support; rebate calculations and Independent Accountant reports.	Life of Bond + 3 yrs (original bond documents must be maintained in paper format)	Controller's Office	Assistant Controller
Fixed Assets Accounting Records	Payment Vouchers, Invoices, Support	Perpetuity	Controller's Office	Assistant Controller
Daily Feeds	System Generated Reports	Per Leg. Audit Retention Policy ¹	Controller's Office	Assistant Controller

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Debit/Credit	Adjustment of dollar amounts in funds due to recording errors, transfers between accounts, receipt and verification of special deposits, and/or withdrawals.	Per Leg. Audit Retention Policy ¹	Controller's Office	Assistant Controller
End-of-Month Reports	System Generated Reports	Per Leg. Audit Retention Policy ¹	Controller's Office	Assistant Controller
End-of-Year Reports	System Generated Reports	Per Leg. Audit Retention Policy ¹	Controller's Office	Assistant Controller
Financial Records	Workpapers, Supporting Documents	Per Leg. Audit Retention Policy ¹	Controller's Office	Assistant Controller
General Ledger Registers	An accounting of all fiscal transactions for the University each month.	Per Leg. Audit Retention Policy ¹	Controller's Office	Assistant Controller
General Ledger Reconciliations	Internal Documents, Support	Per Leg. Audit Retention Policy ¹	Controller's Office	Assistant Controller
Journal Vouchers	Internal Documents, Support	Per Leg. Audit Retention Policy ¹	Controller's Office	Assistant Controller
Interdepartmental Transfers	Internal Documents, Support	Per Leg. Audit Retention Policy ¹	Controller's Office	Assistant Controller
Transfers	Transfer of funds between various accounting structures intra-agency and inter-agency	Per Leg. Audit Retention Policy ¹	Controller's Office	Assistant Controller
Inventory and Capital Assets	Listing of land, buildings, and equipment and furniture owned by the University, not including expendable supplies	Per Leg. Audit Retention Policy ¹	Controller's Office	Assistant Controller
Personnel				
Leave Request Forms (FLSA)	Leave Documentation	3 Years	Personnel	Personnel Supervisor
Payroll				
Check History	Wage Information	Permanent	Payroll	Payroll Manager
Employee Payroll Files (FLSA)	W-4, State Tax, Transmittal, ESF, Deductions	3 Years	Payroll	Payroll Manager
Garnishments (FLSA)	Court Orders & Payment History	3 Years	Payroll	Payroll Manager
Payroll Registers (FLSA)	Earnings, Taxes, Deductions, Benefits, Payroll Calculations	3 Years	Payroll	Payroll Manager
Tax Records (FICA, FUTA, Fed Income Tax Withholding)	941, W-3, Work Comp, Unemployment, State Tax Reconciliation	4 years from date tax is due or tax is paid	Payroll	Payroll Manager
Time Sheets (FLSA)	Hourly Employees; Time Reports	Per Leg. Audit Retention Policy ¹	Payroll	Payroll Manager
W-2 Forms (FLSA)	Taxable Wage Information	Permanent	Payroll	Payroll Manager
Student Financial Services				
Purged Student Acct. Detail Reports	System Generated Reports	Perpetuity	Student Financial Services	Director of Student Financial Services
Student Loan Records (Perkins Only)	Internal Documents, Support	Per Leg. Audit Retention Policy ¹	Student Financial Services	Director of Student Financial Services
Collection Agency Submissions	Internal Documents, Support	Per Leg. Audit Retention Policy ¹	Student Financial Services	Director of Student Financial Services
Student Appeals	Internal Documents, Support	Per Leg. Audit Retention Policy ¹	Student Financial Services	Director of Student Financial Services
Tuition Remission Discounts	Approved Discount Forms	Per Leg. Audit Retention Policy ¹	Student Financial Services	Director of Student Financial Services
Debt Set Off Submissions	Internal Documents, Support	Per Leg. Audit Retention Policy ¹	Student Financial Services	Director of Student Financial Services

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TYPE OF RECORD	DESCRIPTION OF RECORD	RETENTION PERIOD	RETENTION LOCATION	CUSTODIAN
<i>Purchasing/Procurement</i>				
Competitive Bids and Support	Evaluation and award of bids to vendors and/or agencies including, but not limited to, requests for proposals, bid and quote lists, notices of bid openings, comparison summaries, or evidence of rejected and accepted bids, vendor correspondence.	Per Leg. Audit Retention Policy ¹	Purchasing/Procurement	Director of Procurement
Purchasing	Purchase requisitions, order, authorizations, contract, encumbrances, and maintenance contracts.	Per Leg. Audit Retention Policy ¹	Purchasing/Procurement	Director of Procurement
Contracts/Agreements	Documentation of the contractual obligations of UAPB or those owed to the University.	6 yeas after contract or agreement termination	Purchasing/Procurement	Director of Procurement
<p style="text-align: center;">Upon completion of the University's audit, any documentation covered by Ark. Code Ann. 19-4-815 and 19-4-1108 that has not been properly stored by means of electronic imaging shall be retained for three (3) years after the audit date. Documentation that has been stored by means of electronic imaging, except as noted by the auditor-in-charge, may be properly disposed of as of the date of the audit exit conference. This plicy does not override longer periods of retention required by laws or regulations or other agencies agencies or parties to which the University must adhere. (Source: Arkansas Division of Legislative Audit)</p>				