

**Financial Record Retention / Archiving**

**Journal Voucher Office  
General AR Office  
Cashier's Office**

Process Owner\_Joseph Keohan\_\_\_\_  
Business Liaison\_\_\_\_Mary Nicholson\_\_\_\_

Record Title	Format	Office of Record	Time in Office	Storage Location	Retention Period	Basis for Retention	Duplicate Copy Location	Retention Period Duplicate Copy
<b>JV Office- SAP Journal Voucher backup</b>	Paper	CAO - Accounts Receivable	Current Fiscal Year + 2 Fiscal Years	Records Management 253-5690	7 Fiscal Years		DLC's	Retain Only Until Verified Against Monthly Statement
<b>JV Office- Legacy X &amp; B Journal Vouchers</b>	Paper	CAO - Accounts Receivable	N/A	Records Management 253-5690	7 Fiscal Years		N/A	N/A
<b>General AR Office- Petty Cash Receipts from Funded Accounts</b>	Paper	CAO - Accounts Receivable	Current Fiscal Year + 2 Fiscal Years	Records Management 253-5690	7 Fiscal Years		DLC's	Retain only until verified against monthly statement
<b>General AR Office- Wire Transfe Trasaction Detail</b>	Paper	CAO - Accounts Receivable	Current Fiscal Year + 2 Fiscal Years	Records Management 253-5690	7 Fiscal Years		N/A	N/A
<b>General AR Office- Cash/Check Deposit Backup</b>	Paper	CAO - Accounts Receivable	Current Fiscal Year + 2 Fiscal Years	Records Management 253-5690	7 Fiscal Years		DLC's	Retain only until verified against monthly statement
<b>Cashier's Office- Daily Draw Report</b>	Paper	Vault below Cashier's office Bldg 10	Current Fiscal Year + 2 Fiscal Years	Vault below Cashier's office Bldg 10	7 Fiscal Years		N/A	N/A
<b>Cashier's Office- Daily Deposit Tickets</b>	Paper	Vault below Cashier's office Bldg 10	Current Fiscal Year + 1 Fiscal Year	Vault below Cashier's office Bldg 10	7 Fiscal Years		N/A	N/A
<b>Cashier's Office- Credit Card Backup</b>	Paper	Vault below Cashier's office Bldg 10	Current Fiscal Year + 2 Fiscal Years	Vault below Cashier's office Bldg 10	7 Fiscal Years		N/A	N/A

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<b>Cashier's Office-Traveller's Checks Backup</b>	Paper	Vault below Cashier's office Bldg 10	Current Fiscal Year + 2 Fiscal Years	Vault below Cashier's office Bldg 10	7 Fiscal Years		N/A	N/A
<b>Cashier's Office-Checks Filmed From Receipts</b>	Micro Film	Vault below Cashier's office Bldg 10	Current Fiscal Year + 1 Fiscal Year	Vault below Cashier's office Bldg 10	7 Fiscal Years		N/A	N/A
<b>Cashier's Office-Checks scanned to CD-ROM</b>	CD-ROM	Cashier's Office	Current Fiscal Year + 2 Fiscal Years	Vault below Cashier's office Bldg 10	7 Fiscal Years		N/A	N/A

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<b>Journal Voucher Documents SA, IP etc..</b>	Electronic	CAO JV / Information Systems	SAP / Data Warehouse	7 Fiscal Years				
<b>Journal Vouchers in Summit</b>	Electronic	CAO JV / Information Systems	SUMMIT	N/A				
<b>Cashier Records</b>	Electronic	CAO Cashiers Office / Information Systems	SAP / Data Warehouse	7 Fiscal Years				
<b>A/R Records</b>	Electronic	CAO JV / Information Systems	SAP / Data Warehouse	7 Fiscal Years				