

**Institute Enterprise Reporting Record Retention / Archiving**

Process Owner\_\_Gillian Emmons

Business Liaison\_\_\_\_\_

Record Title	Format	Office of Record	Time in Office	Storage Location	Retention Period	Basis for Retention	Duplicate Copy Location	Retention Period Duplicate Copy
Tax Returns (990, 990T, Form PC, Royalty Returns, Canadian Tax Returns Abandoned Property, 5500's	Paper	CAO - Institute & Enterprise Reporting	Current Fiscal year + 2 Fiscal Years	Records Management Program	Permanent		None	N/A
Tax Return Workpapers	Paper	CAO - Institute & Enterprise Reporting	Current Fiscal year + 2 Fiscal Years	Records Management Program	7 Fiscal Years		None	N/A
Articles of Incorporation, Tax Determination Letters	Paper	CAO - Institute & Enterprise Reporting	N/A	CAO - Institute & Enterprise Reporting	7 Fiscal Years		None	N/A
Monthly GL Close Check-List and Balancing Reports	Paper	CAO - Institute & Enterprise Reporting	Current Fiscal year + 2 Fiscal Years	Records Management Program	7 Fiscal Years		None	N/A
Monthly Reports from Pension Custodian/Service Providers Example: Statet Street Bank Benefits Fund Rpts.	Paper	CAO - Institute & Enterprise Reporting	Current Fiscal year + 2 Fiscal Years	Records Management Program	7 Fiscal Years		None	N/A
Annual Reports from Pension Custodian/Service Providers. Ex. 5500's. Summaries of Annual Activity Cash Transfer Reports, Annuity Purchase Rates, Trial Balances	Paper	CAO - Institute & Enterprise Reporting	Current Fiscal year + 2 Fiscal Years	Records Management Program	7 Fiscal Years		None	N/A
Financial Statements/ Treasurer's Report (Annual)	Paper	CAO - Institute & Enterprise Reporting	N/A	CAO - Institute & Enterprise Reporting	Permanent		None	N/A

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<b>IPEDS Survey</b>	Paper	CAO - Institute & Enterprise Reporting	N/A	CAO - Institute & Enterprise Reporting	Permanent		None	N/A
<b>IPEDS Survey (Workpapers)</b>	Paper	CAO - Institute & Enterprise Reporting	N/A	CAO - Institute & Enterprise Reporting	7 Fiscal Years		None	N/A
<b>A-133 Audit Report</b>	Paper	CAO - Institute & Enterprise Reporting	Current Fiscal year + 2 Fiscal Years	Records Management Program	Permanent		None	N/A
<b>A-133 Audit Workpapers</b>	Paper	CAO - Institute & Enterprise Reporting	Current Fiscal year + 2 Fiscal Years	Records Management Program	7 Fiscal Years		None	N/A
<b>Bank Statements</b>	Paper	CAO - Institute & Enterprise Reporting	Current Fiscal year + 2 Fiscal Years	Records Management Program	7 Fiscal Years		None	N/A
<b>Outstanding Checklists</b>	Paper	CAO - Institute & Enterprise Reporting	Current Fiscal year + 2 Fiscal Years	Records Management Program	7 Fiscal Years		None	N/A
<b>Bank Reconciliations</b>	Paper	CAO - Institute & Enterprise Reporting	Current Fiscal year + 2 Fiscal Years	Records Management Program	7 Fiscal Years		None	N/A
<b>Funds Analysis Report</b>	Paper	CAO - Institute & Enterprise Reporting	N/A	CAO - Institute & Enterprise Reporting	7 Fiscal Years		None	N/A
<b>Project Workpapers (Example: Media Lab &amp; MIT Press)</b>	Paper	CAO - Institute & Enterprise Reporting	N/A	CAO - Institute & Enterprise Reporting	7 Fiscal Years		None	N/A
<b>Final Year End Trial Balance Pre-1997</b>	Paper	CAO - Institute & Enterprise Reporting	N/A	Records Management Program	Permanent		None	N/A
<b>Final Year End Trial Balance Post-1997</b>	Paper	CAO - Institute & Enterprise Reporting	N/A	N/A	N/A		None	N/A

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Tax Returns (990, 990T, Form PC, Royalty Returns, Canadian Tax Returns Abandoned Property, 5500's	Electronic	CAO - Institute & Enterprise Reporting	CAO - Institute & Enterprise Reporting	Permanent				
Tax Return Workpapers	Electronic	CAO - Institute & Enterprise Reporting	CAO - Institute & Enterprise Reporting	7 Fiscal Years				
Monthly GL Close Check-List and Balancing Reports	Electronic	CAO - Institute & Enterprise Reporting	CAO - Institute & Enterprise Reporting	7 Fiscal Years				
Monthly Reports from Pension Custodian/Service Providers Example: Statet Street Bank Benefits Fund Rpts.	CD	CAO - Institute & Enterprise Reporting	CAO - Institute & Enterprise Reporting	3 Fiscal Years				
Annual Reports from Pension Custodian/Service Providers. Ex. 5500's. Summaries of Annual Activity Cash Transfer Reports, Annuity Purchase Rates, Trial Balances	Electronic & CD	CAO - Institute & Enterprise Reporting	CAO - Institute & Enterprise Reporting	7 Fiscal Years				
Financial Statement Workpapers (Annual)	Electronic	CAO - Institute & Enterprise Reporting	CAO - Institute & Enterprise Reporting	7 Fiscal Years				
Financial Statements (Quarterly)	Electronic	CAO - Institute & Enterprise Reporting	CAO - Institute & Enterprise Reporting	7 Fiscal Years				

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Record Title	Format	Office of Record	System Storage Location	Retention Period	Basis for Retention		Duplicate Copy Location	Retention Period Duplicate Copy
<b>Bank Statements</b>	Electronic	CAO - Institute & Enterprise Reporting	CAO - Institute & Enterprise Reporting	7 Fiscal Years				
<b>Outstanding Checklists</b>	Electronic & CD	CAO - Institute & Enterprise Reporting	CAO - Institute & Enterprise Reporting	7 Fiscal Years				
<b>Bank Reconciliation</b>	Electronic	CAO - Institute & Enterprise Reporting	CAO - Institute & Enterprise Reporting	7 Fiscal Years				
<b>Summary &amp; Detail Statements Pre 1997</b>	Electronic & Fiche	Summit & CAO - Institute & Enterprise Reporting	Summit & CAO - Institute & Enterprise Reporting	Permanent				
<b>Summary &amp; Detail Statements 1997 and Forward</b>	Electronic	Summit & CAO - Institute & Enterprise Reporting / Information Systems	SAP / Data Warehouse	Permanent				
<b>Project Workpapers (Example: Media Lab &amp; MIT Press)</b>	Electronic	CAO - Institute & Enterprise Reporting	CAO - Institute & Enterprise Reporting	7 Fiscal Years				
<b>Treasurer's Report</b>	Electronic	CAO - Institute & Enterprise Reporting	CAO - Institute & Enterprise Reporting	Permanent				