

Audit Report	Final report of state or independent auditor.	4 Years	Archives Review for historical value.	FIN7010
Bad Debt Actions	Overdue accounts, such as library fines, parking tickets, loans, payment for services rendered.	4 Years	Destroy	FIN6000
Bank Deposits	Record of deposits in banking institutions.	4 Years	Destroy	FIN1000
Bank Reconciliations	Explanation of differences between bank statement balance and actual balance.	4 Years	Destroy	FIN1000
Bank Statements	Periodic statement of bank balances.	4 Years	Destroy	FIN1000
Bids Accepted	For purchases.	Active + 5 Years	Destroy	FIN8010
Bids Rejected	For purchases.	3 Years	Destroy	FIN8000
Bond Registers	Listing of bonds sold, usually for building projects, showing purchaser, date redeemed, interest due, etc.	Active + 6 Years	Destroy	FIN5000
Budget Planning Documents	Budget requests, including program plans for coming year, usually by cost center.	Active + 1 Year	Archives Review for historical value.	FIN2000
Budget - Institutional	Final, approved, yearly budget for institution, usually in printed form.	Active + 1 Year	Archives Review for historical value.	FIN2000
Canceled Checks		4 Years	Destroy	FIN1000
Check Register	Book or original entry for all cash disbursements paid by check.	4 Years	Destroy	FIN1000
Cost Accounting	Record analyzing cost for producing certain items or performing certain tasks.	4 Years	Destroy	FIN7010
Delinquent Accounts Report	Listing of students who owe money to university or college.	4 Years	Destroy	FIN6000
Delivery Slips	Documents sent with purchased goods indicating item(s) shipped.	3 Years	Destroy	FIN8020
Endowment Fund Reports - Annual	Annual report of funds received and expended by endowment accounts. May be in form of report to donors.	Active + 6 Years	Archives Review for historical value.	FIN3000
Endowment Fund Reports - Periodic	Periodic report of funds collected or expended by endowment accounts.	Active + 6 Years	Destroy	FIN3000
Financial Report - Annual	Consolidated year-end report of financial situation showing assets and liabilities. Usually broken down by major funding areas, such as academic and student services areas. May include	4 Years	Archives Review for historical value.	FIN7000

audit report.

Parking Tickets - Unpaid		4 Years	Destroy	FIN6000
Payroll Checks	Checks paid employees for services they perform.	4 Years	Destroy	FIN1000
Purchase Orders	Purchasing Office's copy of order to a supplier authorizing purchase of goods.	Active + 5 Years	Destroy	FIN8010

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