

**Washington State Community College
Business Office Record Retention Schedule**

Record Title	Description of Record	Period of Retention	Form of Retention	Method of Destruction	Document Owner	Storage Location
Cash Disbursement Journals	A record of institution's cash transactions showing a running balance	4 Years	Computerized	System	Accountant	Datatel
Cash Journals	Journal of Cash Received	4 Years	Computerized	System	Accountant	Datatel
Chart of Accounts	A list of the accounts used by an organization with each account usually assigned a number or code	4 Years	Computerized	System	Accountant	Datatel
Fixed Assets Records	Inventory and other information maintained on capitalized assets (structures, site improvements, machinery & equipment, information systems, furniture & fixtures, and vehicles)	Active + 6 Years	Hard Copy and Electronic	Destroy	Accountant	Controller's Office
General Ledgers	A book containing a summary or detail of all transactions affecting the accounts of an institution	6 Years	Computerized	System	Accountant	Datatel
Journal Entries	The means of entering details of a transaction into the accounting system. Journal entries are made in a journal and later posted to a ledger. Entry also includes a brief explanation	4 Years	Computerized	System	Accountant	Datatel
Journals	The record which financial transactions are first recorded before being posted as a debit or credit to an account ledger. A chronological documentation of transactions	4 Years	Hard Copy	Destroy	Accountant	2 Years in Business Office then sent to storage

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Subsidiary Ledger	A book of accounts of an institution	4 Years	Computerized	System	Accountant	Datatel
Federal Loan Check Registers	Record of checks sent to students for National Direct Student Loans	Active + 3 Years	Computerized	System	Accountant	Datatel
Annual Interim Fiscal Operations Reports	Reports to federal government on expenditures for federal programs	Active + 3 Years	Computerized	System	Accountant	Datatel
Bank Reconciliations	Explanation of differences between bank statement balance and actual balance	4 Years	Electronic	Destroy	Accountant	Network
Bank Statements	Periodic statement of bank balances	4 Years	Electronic	Destroy	Accountant	Business Office
Cancelled Checks		4 Years	Electronic	Destroy	Accountant	Business Office
Invoices	Amounts due from others on open accounts as a result of providing goods or services.	4 Years	Hard Copy	Destroy	Accounts Receivable	2 Years in Business Office then sent to storage
Bad Debt Actions	Overdue accounts, such as library fines, parking tickets, loans, payment for services rendered.	4 Years	Computerized	System	Accounts Receivable	Datatel
Petty Cash Records	Documentation for petty cash transactions	4 Years	Hard Copy	Destroy	Accounts Receivable	2 Years in Business Office then sent to storage
Student Accounting Records	Files on individual students' paid and unpaid accounts, including account activity record, etc.	4 Years	Computerized	System	Accounts Receivable	Datatel

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Student Correspondance	Correspondance sent to or received from students	Active + 2 Years	Hard Copy	Destroy	Business Office/Records Office/Student Services Office	Kept in student file in the appropriate office
Tuition Remission Applications	Record of tuition waiver for employees and dependants	4 Years	Computerized	System	Accounts Receivable	Datatel
Vending Commission Income Records	Record of money received as commission on vending contracts	4 Years	Hard Copy	Destroy	Accounts Receivable	2 Years in Business Office then sent to storage
Workers' Compensation Payments	Record of payments made for workers' compensation	4 Years	Hard Copy	Destroy	Accounts Receivable	2 Years in Business Office then sent to storage
Bank Deposits	Record of deposits in banking institutions	4 Years	Electronic	Destroy	Accounts Receivable	Business Office
Expenditures Report	Periodic reports of expenditures, usually by department or account	4 Years	Computerized	System	Accounts Payable	Datatel
Purchase Orders	Amounts owed on open account for goods or services received	4 Years	Hard Copy	Destroy	Accounts Payable	2 Years in Business Office then sent to storage
Invoices	Bill for goods or services received	4 Years	Hard Copy	Destroy	Accounts Payable	2 Years in Business Office then sent to storage
AP Ledgers	Listing of amounts owed on open account for goods or services received	4 Years	Computerized	System	Accounts Payable	Datatel

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Vouchers	A record of cash disbursement used to establish control over expenditures and ensuring appropriate approval for each transaction	4 Years	Hard Copy and Electronic	Destroy	Accounts Payable	2 Years in Business Office then sent to storage
Requisitions	Forms used to order goods and services	4 Years	Computerized	System	Accounts Payable	Datatel
Financial Aid Disbursement Records	Statement by individual of award amounts disbursed. Contains name, type, and amount of award	4 Years	Computerized	System	Accounts Payable	Datatel
Travel Expenses	Record of expenses incurred on official travel. Used to receive reimbursement	4 Years	Hard Copy	Destroy	Accounts Payable	2 Years in Business Office then sent to storage
Unemployment Insurance Payments	Record of payments made for unemployment insurance	4 Years	Hard Copy	Destroy	Accounts Payable	2 Years in Business Office then sent to storage
Voucher Register	A Journal in which accounts payable and their payments are recorded	4 Years	Computerized	System	Accounts Payable	Datatel
Vouchers	A record of cash disbursement used to establish control over expenditures and ensuring appropriate approval for each transaction	4 Years	Hard Copy	Destroy	Accounts Payable	2 Years in Business Office then sent to storage
Check Register	Book or original entry for all cash disbursements paid by check	4 Years	Computerized	System	Accounts Payable	Datatel
Annuity Records	Statement of payroll deduction for employees' annuity plans	4 Years	Computerized	System	Payroll	Datatel

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Cash Receipts	Receipts for cash sales or cash received.	4 Years	Computerized	System	Cashier	Datatel
Change Report	Bi-Weekly/Quarterly listings of payroll adjustments processed through Personnel Services concerning full-time or part-time employee status, i.e., new employee, promotion, reclassification, leave of absence, lateral transfers, and removals. Report arranged by pay period	4 Years	Computerized	System	Payroll	Datatel
Checks/Pay Advices	Checks paid employees for services they perform	4 Years	Computerized	System	Payroll	Datatel
Sales Receipt	Receipts for sales or monies received	4 Years	Computerized	System	Cashier	Datatel
Accounting Billing Letters	Concerns students who withdrew or reduced credit hours and were billed for the return of surplus aid money	4 Years	Computerized	System	Cashier/Student Services	Datatel
Cancelled Check Records	Canceled checks, check stubs, and check journals showing payments for financial aid made to students	4 Years	Computerized	System	Cashier	Datatel
Payroll Deduction Authorization	All forms used to authorize deductions for charitable organizations, credit unions, union dues, U.S. Savings Bonds,	Active + 6 Years	Hard Copy	Destroy	Payroll	Business Office
Garnishment Documentation	Contains copies of court orders, pertinent employee data, computation data, employee acknowledgement forms, IRS notices of levy, and correspondence regarding employee garnishment cases	Active + 3 Years	Hard Copy	Destroy	Payroll	Business Office

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Leave Record	Forms used to document sick leave and vacation leave.	Active + 6 Years	Computerized	System	Payroll	Datatel
Time Cards	Record of time worked by employees or student employees	5 Years	Hard Copy and Computerized	Hard Copy - Destroy Computerized - In System	Payroll	Business office and Datatel
Parking Permit Applications - currently NA	Application for Parking Permit	1 Year	Electronic/ Computerized	Destroy/ In System	Cashier	Business Office/ Datatel
Parking Tickets - Paid		4 Years	Hard Copy/ Computerized	Destroy/ In System	Security	Security Office/Datatel
Parking Ticket - Unpaid		4 Years	Hard Copy/ Computerized	Destroy/ In System	Security	Security Office/Datatel
Grants - Awarded	Files containing proposal, budgets, accounting information on grants received by faculty members from federal and state agencies and private	Active + 5	Hard Copy/Electronic/Computerized	Destroy/Destroy/ System	Controller	Business Office
Grants - Not Awarded	Applications and proposals by faculty for grants that were not funded	1 Year	Hard Copy	Destory	Controller	Business Office
Annual Financial Report	Consolidated Year-end report of financial situation showing assets and liabilities. Usually broken down by major funding areas, such as academic and student service areas. May include audit	4 Years	Hard Copy and Electronic	Destroy	Controller/CFO	Business Office/CFO

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Audit Report - External	Final report of state or independent auditor	4 Years	Hard Copy and Electronic	Destroy	Controller/CFO	Business Office/CFO
Budget	Final, approved, yearly budget for institution	Active + 1 Year	Electronic	Destroy	Controller/CFO	Business Office/CFO
Budget - Planning Documents	Budget requests, including program plans for coming year	Active + 1 Year	Hard Copy/Electronic	Destroy	Controller/CFO	Business Office/CFO
1099s	Federal form used to report salaries, wages, and trips of temporary employees	6 Years	Hard Copy	Destroy	Controller	Business Office
W-2s	Federal form reporting salaries, wages, and tips for each employee to the IRS	6 Years	Electronic	Destroy	Controller	Business Office
Motor Vehicle Records	Includes title, insurance, and maintenance documentation	Active + 6 Years	Hard Copy	Destroy	Controller	Business Office while active and 2 years once inactive, then sent