

**PURCHASING**  
**CENTRAL RECEIVING**

**180.01 Central Receiving Reports (Originals)**

Dates: 1984 -  
Volume: 9 Cu. Ft.  
Annual Accumulation: 1 1/3 Cu. Ft.  
Arrangement: Chronological then Numerical

These reports itemize commodities, equipment and supplies received for the university. Duplicates are maintained by the Purchasing Administrative Office, Disbursements and Micrographics.

**Recommendation:** Retain in office for two (2) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**180.02 Internal Receiving Logs (Duplicates)**

Dates: 1984 -  
Volume: 1½ Cu. Ft.  
Annual Accumulation: ½ Cu. Ft.  
Arrangement: Chronological

Originals are sent to the Purchasing Administrative Office.

**Recommendation:** Retain in office for two (2) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**180.03 Receipts for United Parcel and Truck Shipments (Originals)**

Dates: 1985 -

Volume: 1½ Cu. Ft.  
Annual Accumulation: ¾ Cu. Ft.  
Arrangement: Chronological

These receipts are internally maintained within Central Receiving with no distribution of copies to other offices.

**Recommendation:** Retain in office for one (1) year, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**180.04 Freight Bills (Duplicates)**

Dates: 1986 -  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: By truck line

**Recommendation:** Retain in office for one (1) year, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**180.05 UPS Outgoing Shipments Log (Duplicates)**

Dates: 1984 -  
Volume: ½ Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

This log is cross referenced with the Department's General Outgoing Shipments Log. As is the case with the General Outgoing Shipments Log, originals of the UPS Outgoing Shipments Log are transmitted to the Purchasing Administrative Office.

**Recommendation:** Retain in office for one (1) year, then dispose of provided all audits have been completed under the supervision of

the Auditor General, if necessary, and no litigation is pending or anticipated.

**180.06 General Outgoing Shipments Log (Duplicates)**

Dates: 1984 -  
Volume: 1½ Cu. Ft.  
Annual Accumulation: ½ Cu. Ft.  
Arrangement: Chronological

Originals of these logs are transmitted to the Purchasing Administrative Office.

**Recommendation:** Retain in office for two (2) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.