

BURSAR – REVOLVING ACCOUNT

610.01 Bursar's Revolving Account Receipts and Disbursements Files and monthly Reconciliations – Acct. #0-13755 (Originals)

Dates: 1998 –
Volume: 7 Cubic Feet
Annual Accumulation: 1 ½ Cubic Feet
Arrangement: Chronological

This record series consists of accounting entries, statements, and reconciliation's reflecting disbursements and receipts for the Bursar's Revolving Account (#0-13755). Copies of cash collection and disbursement reports and receipts (cash and non-cash transactions) are included with the series.

Application 87-66 item 320.01, is superseded to reflect a change in the administrative jurisdiction of the record series, from the Vice Chancellor for Administration to the Vice Chancellor for Student Affairs and Enrollment Management. (No change in the previously approved disposition is proposed.)

Recommendation: Retain in office for six (6) 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. (Any record series microforms produced are to be maintained and disposed of in office upon discretion of the agency.)