

THIRD PARTY BILLING

690.01 Third Party Billing Files (Originals)

Dates: 1982 -
Volume: 7½ Cu. Ft.
Annual Accumulation: 1½ Cu. Ft.
Arrangement: Numerical by account number

This series includes computer billing forms, collection receipts, copies of checks, and statements of account posting payment/collection transactions. These records comprise the third party billing documentation for billing sponsors of foreign/domestic students. Assessed sponsors may be federal, state or local agencies or foreign governments in reciprocal cultural exchange programs or in other sponsoring and/or liable circumstances.

Application 87-66, item 400.01, is superseded to reflect a change in the administrative jurisdiction of the record series, from the Vice Chancellor for Administration to the Vice Chancellor for Student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 other revision of the previously approved disposition is proposed.)

Recommendation: Retain in office for eighteen (18) months, then microfilm and dispose of original paper. Retain all record series microforms in office for six (6) years, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.