

## BURSAR

### CASH PAYMENT

#### 620.01 Checkout Balancing Sheets for Cash Registers (Originals)

Dates: 1986 -  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of accounting sheets which are produced to reconcile the ending balances for each cash register.

Application 87-66, item 330.01, is superseded to reflect a change in the administrative jurisdiction of the record series, from the Vice Chancellor for Administration to the Vice Chancellor for Student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 hard copy documentation provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. Retain microfilm copies in office for six (6) years, then dispose of.

#### 620.02 Student Refund Invoice Vouchers (Duplicates)

Dates: 1986 -  
Volume: 1 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

The central copies of these vouchers are routed through and maintained by the university's Accounting Office.

Application 87-66, item 330.02, is superseded to reflect a change in the administrative jurisdiction of the record series, from the Vice Chancellor for Administration to the Vice Chancellor for Student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 hard copy documentation providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. Retain microfilm copies in office for six (6) years, then dispose of.

## 620.03

### Deposit Tickets (Duplicates)

Dates: 1986 -  
Volume: 1 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

These are duplicate deposit tickets generated and used to batch and enter deposit receipts for the clearing account or other account deposits. Central copies are maintained within the Accounting Office.

Application 87-66, item 330.03, is superseded to reflect a change in the administrative jurisdiction of the record series, from the Vice Chancellor for Administration to the Vice Chancellor for Student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 hard copy documentation providing all audits have been completed under the supervision of the Auditor General, if necessary,

and no litigation is pending or anticipated. Retain microfilm copies in office for six (6) years, then dispose of.

**620.04 Canceled Checks (Originals)**

Dates: 1955 -  
Volume: 5 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of checks received for deposit which are routinely microfilmed by the Bursar's Office. These are the same type of checks issued by the State Comptroller's Office.

Application 87-66, item 330.04, 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:** Microfilm as processed, then dispose of original paper. Retain all record series microforms in office permanently.

**620.05 Collection Reports (Originals)**

Dates: 1955 -  
Volume: 3 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

This report central to the Bursar's Office accounting shows the particular machine on which a transaction was conducted, the student's I.D. number, the account for deposit, the amount of collection and/or any refund(s) due.

Application 87-66, item 330.05, 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:** Microfilm as processed, then dispose of original paper. Retain all record series microforms permanently.