

## BURSAR

### RETURNED CHECKS AND REFUNDS

#### 680.01 Return Checks Billing Files and Billing Refund Records

Dates: 1978 -  
Volume: 4½ Cu. Ft.  
Annual Accumulation: ½ Cu. Ft.  
Arrangement: Chronological

This file series consists of the documents used to log billings to and collections from students for checks returned due to insufficient funds. Specific forms/documents within this series may include copies of accounts receivable vouchers, log of accounts processed, cash receipt adjustment and charge back forms, deposit memos, copies of invoice vouchers, and audit balance analyses.

This item supersedes item 680.01 of this approved State Records Application 87-64 in order to make changes in the record series description and update the retention recommendation.

**Recommendation:** Retain originals in office for three (3) years following the final payment or settlement; then destroy or delete from system, provided all audits have been completed, and no litigation is pending or anticipated.