

THIRD PARTY BILLING

690.01 Third Party Billing Files

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. 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.

This item supersedes Application 87-64 item 690.01 in order to revise the record series description and to revise the retention recommendation

Recommendation: Retain in office for eighteen (18) months, then scan and destroy paper records in a secure manner provided all audits have been completed, and no litigation is pending or anticipated. Retain electronic records (e.g. scanned, born-digital, or other electronic format) in office for six (6) years, then destroy in a secure manner or delete from system.