

**UNIVERSITY HOUSING**  
**ACCOUNTS RECEIVABLE**

**500.01      Housing Roster List (COM) (M45YSOUT)**

Dates:                      1981 -  
Volume:                    Negligible  
Annual Accumulation:    Negligible  
Arrangement:              Chronological/Numerical

This COM lists students' name, ID, and Space Number

**Recommendation:** Retain ten (10) years in office, then dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending nor anticipated.

**500.02      Check Registers (Originals)**

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

These registers record checks transmitted to the Bursar for processing and deposit.

**Recommendation:** Retain two (2) years in office, then dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending nor anticipated.

**500.03      List of Checks Returned from Insufficient Funds (Original)**

Dates:                      1986 -  
Volume:                    Negligible

Annual Accumulation: Negligible

Arrangement: Chronological

**Recommendation:** Retain two (2) years in office, then dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending nor anticipated.

**500.04 Prepayment Logs & Collection Sheets (Originals)**

Dates: 1983 -

Volume: 2 Cu. Ft.

Annual Accumulation: ½ Cu. Ft.

Arrangement: Chronological

These prepayment records list the specific student, area, and the amount of the payment.

**Recommendation:** Retain four (4) years in office, then dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending nor anticipated.

**500.05 R/C of Application of Payments - R/C of Application by Area (Duplicate)**

Dates: 1983 -

Volume: 2 Cu. Ft.

Annual Accumulation: ½ Cu. Ft.

Arrangement: Chronological by area

This accounting recap is received from the Bursar's Office.

**Recommendation:** Retain four (4) years in office, then dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending nor anticipated.

**500.06 Deferred Income and Income Comparison Reports for Housing (Originals)**

Dates: 1983 -  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological

These are manuscript projections and tallies of deferred income and income comparison from housing.

**Recommendation:** Retain four (4) years in office, then dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending nor anticipated.

**500.07 Outstanding Accounts Collection and Account Reports and Supporting Work Papers and Listings (Originals)**

Dates: 1977 -  
Volume: 1½ Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological and by account

This file series contains a report of outstanding collections with all supporting listings, work-papers, and accounting reconciliations.

**Recommendation:** Retain in office for ten (10) years, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending nor anticipated and providing all provisions relating to uncollected accounts under Ill. Rev. Stat. 1985, ch. 15, par(2) 102. and 104. are met.

**500.08 Application of Payment Book (Original)**

Dates: 1986 -

Volume: 4 Cu. Ft.  
Annual Accumulation: 2½ Cu. Ft.  
Arrangement: Chronological

This is a hard copy record of all applications to Housing subcodes.

**Recommendation:** Retain two (2) years in office, then dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending nor anticipated.

**500.09 Subcode Select Book (Original)**

Dates: 1986 -  
Volume: 3 Cu. Ft.  
Annual Accumulation: 2 Cu. Ft.  
Arrangement: Chronological and by code

This hard copy record lists all charges put up by University Housing.

**Recommendation:** Retain two (2) years in office, then dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending nor anticipated.

**500.10 Duplicate Housing Billings**

Dates: 1986 -  
Volume: 9 Cu. Ft.  
Annual Accumulation: 6 Cu. Ft.  
Arrangement: Chronological

This provided all debits and credits for entry into Housing subcodes.

**Recommendation:** Retain two (2) years in office, then dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending nor anticipated.

**500.11 Card File on Students Receiving Warning Letters for Non-payment of Fees or for Non-registration (Original)**

Dates: 1986 -

Volume: Negligible

Annual Accumulation: Negligible

Arrangement: Chronological and by student

**Recommendation:** Retain two (2) years in office, 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.

**500.12 Billing and Receiving System Aged Receivable by Subcode (COM) (B831C10X)**

Dates: 1983 -

Volume: Negligible

Annual Accumulation: Negligible

Arrangement: By subcode

**Recommendation:** Retain four (4) years in office, 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.

**500.13 Month Ending Modified Accrual Status Summary (COM) (B492C102)**

Dates: 1983 -

Volume: 1½ Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Chronological

This is an accounts receivable rum (month ending) per the Financial Accounting System for each area.

**Recommendation:** Retain four (4) years in office, 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.

**500.14 BRS Subcode Select Summary Report (COM) (B428C10Z)**

Dates: 1983 -

Volume: Negligible

Annual Accumulation: Negligible

Arrangement: By subcode

**Recommendation:** Retain four (4) years in office, 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.

**500.15 Transfer and Refund Vouchers (Duplicates)**

Dates: 1983 -

Volume: Negligible

Annual Accumulation: Negligible

Arrangement: Chronological

These are vouchers generated by transfer funds and to effect refunds from housing payments. University record copy vouchers are processed and maintained by General Accounting.

**Recommendation:** Retain four (4) years in office, 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.

**500.16 Alpha List of "ASP" (Action Student Profile) Records (COM) (S579C15C)**

Dates: 1981 -  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Alphabetical

**Recommendation:** Retain ten (10) years in office, 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.

**500.17 Financial Aid Status List (Original)**

Dates: 1980 -  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological and Alphabetical

**Recommendation:** Retain ten (10) years in office, 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.

**500.18 Occupancy Reports for all Housing Areas (Duplicates)**

Dates: 1981 -  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological and by area

**Recommendation:** Retain two (2) years in office, then dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. Contracts Office retains originals.

**500.19 Monthly Accounts Receivable Reconciliation of the Billing and Receiving System to the Financial Accounting System (Original)**

Dates: 1984 -  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological

**Recommendation:** Retain three (3) years in office, 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.

**500.20 BRS Aged Receivables - Alpha List of Debits or Credits (COM) (B431C102)**

Dates: 1981 -  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological and Alphabetical

**Recommendation:** Retain three (3) years in office, 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.

**500.21 BRS Purged Transactions Run/May & December (COM) (B861C30Z)**

Dates: 1981 -  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological

This purge run lists charges applied in full and already paid.

**Recommendation:** Retain ten (10) years in office, 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.



**500.22 Monthly Detail Transactions Listing Showing Billing and Receiving System Activity (COM) (B425C10Z)**

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

This is an overall monthly summary of transactions listing Billing and Receiving System balances and collections.

**Recommendation:** Retain two (2) years in office, 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.

**500.23 Weekly Detail Transactions Listing showing Billing and Receiving System Activity (COM) (B250C10Z)**

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

This is an overall weekly summary of transactions listing Billing and Receiving System balances and collections.

**Recommendation:** Retain in office for two (2) 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.

**500.24 Subcode Select Housing Charges (COM)**

Dates: 1986 -  
Volume: Negligible  
Annual Accumulation: Negligible

Arrangement: By subcode

This is a listing of housing charges for general billing.

**Recommendation:** Retain in office for two (2) 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.

**500.25 BRS Ageing by Subcode of 15th List of Debits or Credits by Subcode (COM) (B431C10X)**

Dates: 1981 -

Volume: Negligible

Annual Accumulation: Negligible

Arrangement: by subcode

**Recommendation:** Retain two (2) years in office, 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.