

FISCAL OFFICE

540.01 Fiscal/Budget Administration Planning Documents (Originals and Duplicates)

Dates: 1982 -
Volume: 3 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series contains staff payroll Position Analysis Reports, Year End Management Reports, Housing Rate Studies, Food Service Cost, Attendance, Inventory (etc.) Reports, and RAMP/OTM Housing Cost Submissions.

Recommendation: Retain in office for five (5) 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.

540.02 Revenue Bond Fee Utilization Report Received from the Treasurer (Duplicates)

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

Recommendation: Retain in office for four (4) 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.

540.03 Insurance Coverage Lists (Originals)

Dates: 1983 -
Volume: Negligible

Annual Accumulation: Negligible

Arrangement: Chronological

Recommendation: Retain in office for the policy period to which the list applies, 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.

540.04 U.S.O.E. Utilization Reports (Wages)

Dates: 1983 -

Volume: Negligible

Annual Accumulation: Negligible

Arrangement: Chronological

This report summarized employment levels utilized and wages spent. Students Work and Financial Assistance retains the original records.

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.

540.05 Staff Payroll Attendance and Benefit Reports and Student Payroll Sign-in Sheets (Originals)

Dates: 1983 -

Volume: 3 Cu. Ft.

Annual Accumulation: 3/4 Cu. Ft.

Arrangement: Chronological

Recommendation: Retain in office for three (3) 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.

540.06 Housing Rate Study Working Papers (Originals)

Dates: 1982 -
Volume: ½ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

Recommendation: Retain in office until superseded by new completed rate study, then dispose of.

540.07 Miscellaneous Fiscal Administration and Accounting Records

Dates: 1985 -
Volume: 25 Cu. Ft.
Annual Accumulation: 15 Cu. Ft.
Arrangement: Chronological

This file series contains the Fiscal Office's copies of vouchers, Voucher Journal, expense distribution work-papers, property control files, Physical Plant, payroll time transmittals, payroll distribution sheets, student payroll reconciliations, Student Payroll Distribution Sheets, Accounts Payable Reports, Laundry Tokens Reports, General Stores Detail Summary Computer Reports, Expense Reallocation Work-papers & Data, Monthly Accounting Reports (AMO 90's & 91's), Treasurer's Reports, Laundry Token Work-papers, Debt Service Vouchers and Reports, Ledger 5 paid vouchers, Service Department charges from General Stores, Telephone, Printing Duplicating (etc.), and Cash Balance Reports. University control copies are maintained within the General Accounting Office.

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

540.08 Fiscal Research Files (Originals)

Dates: 1976 -
Volume: 1 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Chronological

This file series contains the Fiscal Office reports showing historical data pertinent to University Housing administrative receipts and expenditures. Such reports or report titles include Utility Consumption and Cost Data, Statements of Income & Expense (Financial Statements - Accrual), and audit reports.

Recommendation: Retain in office for ten (10) years, then with the assistance of University Archives staff, review the series and transfer any documents possessing archival value to the University Archives for permanent retention and dispose of all extraneous materials.

540.09 "Special" Projects Monthly Reports and Routine "Special" & Equipment Expenditure Reports (Originals)

Dates: 1976 -

Volume: 3 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Chronological

Recommendation: Retain in office for eleven (11) 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.

540.10 Miscellaneous Status Reports of Accounts (Originals)

Dates: 1984 -

Volume: 6 Cu. Ft.

Annual Accumulation: 2 Cu. Ft.

Arrangement: Chronological

This file series includes Food Supply Service fiscal reports, reconciliations, Physical Plant Mark IV & Expense Printouts, Physical Plant monthly reports, Accounts Payable & Receivable Reports - End of Year, Monthly Accounting Reports - FY Report,

Cash Collection Sheets & register tapes, and Ledger 5 Voucher Journal. Central documentation of the status of fiscal accounts are maintained by the General Accounting Office.

Recommendation: Retain in office for three (3) 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.

540.11 Payroll Change of Status Forms (Duplicates)

Dates: 1987 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This form documents changes of the payroll reflecting employees' change of status.

Recommendation: Retain in office for six (6) months, then dispose of.