

## STUDENT CENTER BOOKSTORE

### 220.01 Accounts Payable Files (Originals and Duplicates)

Dates: 1981 -  
Volume: 43  $\frac{3}{4}$  Cu. Ft.  
Annual Accumulation: 7  $\frac{1}{3}$  Cu. Ft.  
Arrangement: Alphabetical by vendor

This record series consists of the Accounts Payable files for textbooks and supplies maintained by the Bookstore Office. The records generally include: account statements, credit memos, purchase orders, and copies of invoice vouchers. Originals of some records are maintained with the University Office of Disbursements.

**Recommendation:** Retain original fiscal records in office for six (6) 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. All duplicate fiscal records should be retained for three (3) years, then dispose of.

### 220.02 Credit File (Originals)

Dates: 1981 -  
Volume: 6 Cu. Ft.  
Annual Accumulation: 1 Cu. Ft.  
Arrangement: Alphabetical by vendor

This record series consists of the Credits Files maintained by the Bookstore Office. The records generally indicate books returned to publishers for credits returned (e.g. publisher name, address).

**Recommendation:** Retain in office for six (6) 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.

### 220.03 Invoice Vouchers (Originals)

Dates: 1982 -  
Volume: 5 Cu. Ft.  
Annual Accumulation: 1 Cu. Ft.  
Arrangement: Alphabetical by department and client

This record series consists of the Invoice Vouchers maintained by the Bookstore Office. The records generally contain invoice vouchers (e.g. supplies, textbooks) issued on behalf of special interest students (e.g. Job Training Program Assistance, Department of Children and Family Services, Veterans Affairs). The students receive funds for their supplies/textbooks then the agencies are billed directly or through the Bursars Office.

**Recommendation:** Retain in office for six (6) 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.

**220.04 Accounts Receivable Files (Originals)**

Dates: 1980 -  
Volume: 7 Cu. Ft.  
Annual Accumulation: 1 Cu. Ft.  
Arrangement: Chronological by fiscal year/month

This record series consists of the Accounts Receivable files maintained by the Bookstore Office. The record generally include vouchers billed directly to various non-university accounts (e.g. schools, churches, businesses).

**Recommendation:** Retain in office for six (6) 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.

**220.05 NCAA Purchase Requisitions (Originals)**

Dates: 1982 -  
Volume: 10 Cu. Ft.

Annual Accumulation: 2 Cu. Ft.

Arrangement: Alphabetical by athlete

This record series consists of the NCAA Purchase Requisitions maintained by the Bookstore Office. The records generally contain purchase requisitions authorizing athletes to purchase books under the NCAA account at any time during the semester. The bookstore then has the option of buying back the books for use in the next semester and thereby crediting the money back to the NCAA account which offsets the cost of purchasing.

**Recommendation:** Retain in office for six (6) 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

**220.06 Textbooks Order Files (Originals)**

Dates: 1982 -

Volume: 3 Cu. Ft.

Annual Accumulation: ½ Cu. Ft.

Arrangement: Alphabetical by department

This record series consists of the Textbook Order Files maintained by the Bookstore Office. The records generally include departmental instructors order forms (e.g. title of textbook, no. of copies, author/publisher).

**Recommendation:** Retain in office for two (2) years or until updated/superseded, then dispose of.

**220.07 Student Worker Files**

Dates: 1967 -

Volume: 3 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Alphabetical

This record series consist of the Student Worker files maintained by the Bookstore Office. The records generally include original employment applications and related student data from the Office of Student Work/Financial Assistance.

**Recommendation:** Retain in office for two (2) years, then dispose of providing no litigation is pending or anticipated.

**220.08 Departmental Purchase Requisitions (Record Copies)**

Dates: 1982 -  
Volume: 6 Cu. Ft.  
Annual Accumulation: 1¼ Cu. Ft.  
Arrangement: Chronological

This record series consists of the Departmental Purchase Requisitions maintained by the Bookstore Office. The records generally include purchase requisitions for books, supplies, etc. that are charged to on campus departments. Original billing is retained with the Office of General Accounting.

**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.