

STUDENT CENTER

CHECK CASHING

245.01 Insufficient Fund Check Settlement Files

Dates: 1975 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of checks returned to the check cashing division as a result of insufficient funds. The files also include returned checks which have been settled.

Recommendation: Retain in the office for three (3) years following the full collection of settlement through write-off of the respective check(s), 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.

245.02 Money Order and Western Union Requests Files (Originals)

Dates: 1999 –
Volume: 20 Cubic Feet
Annual Accumulation: 2 Cubic Feet
Arrangement: Chronological

This record series consists of Money Orders and Western Union request forms and check receipts for the Student Center/Check Cashing division of Southern Illinois University Carbondale.

Recommendation: Retain in office six (6) years, then destroy in a secure manner provided all audits have been completed and no litigation is pending or anticipated.

245.03 Receipts Files (Duplicates)

Dates: 1999 –
Volume: 50 Cubic Feet
Annual Accumulation: 5 Cubic Feet
Arrangement: Chronological

This record series consists of copies of credit card, university sponsored debit card, and gift card forms/deposit records/worksheets; copies of distribution check for Accounting Services; copies of invoice forms; copies of I-Pays; and copies of credit card merchant statements for the Student Center Bookstore, Student Center Craft Shop, Student Center Scheduling, Student Center Audio Visual, and Student Center Recreations. Originals are maintained by the University for six (6) years.

Recommendation: Retain in office for three (3) years, then destroy in a secure manner provided all audits have been completed and no litigation is pending or anticipated.

245.04 Credit Card Receipts (Originals)

Dates: 1999 –
Volume: 50 Cubic Feet
Annual Accumulation: 5 Cubic Feet
Arrangement: Chronological

This record series consists of original credit card receipts and batches for Student Center Craft, Student Center Recreation, Student Center Scheduling, and Student Center Audio Visual.

Recommendation: Remain in office for six (6) years, then destroy in a secure manner provided all audits have been completed and no litigation is pending or anticipated.

