

BURSAR

CASH PAYMENT

620.06 Checkout Balancing Sheets for Cashier System

Dates: 1986 -
Volume: Negligible
Annual Accumulation: Negligible/4.5 MB
Arrangement: Chronological

This record series consists of accounting sheets which are produced to reconcile the ending balances for each cashier system.

This item supersedes item 620.01 of this approved State Records Application 87-64 to change the record description, eliminate the microfilm requirement, and to reduce the retention period from seven and on-half (7 ½) to four and one-half (4 ½) years per agency request.

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 three (3) years, then destroy in a secure manner or delete from the system.

620.07 Deposit Tickets (Duplicates)

Dates: 1986 -
Volume: 1 Cubic Foot
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of duplicate deposit tickets that are used to batch and enter deposit receipts

for the clearing account or other account deposits. Original copies are maintained within the Accounting Office.

This item supersedes item 620.03 of this approved State Records Application 87-64 to change the record description, eliminate the microfilm requirement, and to reduce the retention period from seven and on-half (7 ½) to four and one-half (4 ½) years per agency request.

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 three (3) years, then destroy in a secure manner or delete from the system.

620.08

Collection Reports (Originals)

Dates: 1955 -
Volume: 3 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological

This report central to the Bursar's Office accounting shows the particular cashier, the student's I.D. number, the account for deposit, and the amount of collection.

This item supersedes item 620.05 of this approved State Records Application 87-64 in order to reflect a change in the record series numbering, to reduce the retention period from permanent to three (3) years per agency request and remove the microfilming requirement.

Recommendation: Retain agency copy for three (3) years, then destroy or delete from system, provided all audits

have been completed, and no litigation is pending or anticipated. Microfilm copies that have met the retention period may be disposed of with a properly executed disposal certificate.