

**Washington State College of Ohio
Business Office Record Retention Schedule**

Record Title	Description of Record	Period of Retention	Form of Retention	Method of Destruction	Document Owner	Storage Location	Review Completed
Daily Deposits	Documentation of Cash Received	4 Years	Electronic	Destroy	Accountant	S:Drive	TRUE
Chart of Accounts	A list of the accounts used by an organization with each account usually	4 Years	Computerized	System	Accountant	Colleague	TRUE
Fixed Assets Records	Inventory and other information maintained on capitalized assets	Active + 6 Years	Electronic	Destroy	Accountant	S:Drive	TRUE
General Ledgers	A book containing a summary or detail of all transactions affecting the accounts of	6 Years	Computerized	System	Accountant	Colleague	TRUE
Journal Entries	The means of entering details of a transaction into the accounting system	4 Years	Computerized	System	Accountant	S:Drive/Colleague	TRUE
Federal Loan Check Registers	Record of checks sent to students for National Direct Student Loans	Active + 3 Years	Computerized	System	Accountant	Colleague	TRUE
Annual Interim Fiscal Operations Reports	Reports to federal government on expenditures for federal programs	Active + 3 Years	Computerized	System	Accountant	Colleague	TRUE
Bank Reconciliations	Explanation of differences between bank statement balance and actual balance	4 Years	Electronic	Destroy	Accountant	S:Drive	TRUE
Bank Statements	Periodic statement of bank balances	4 Years	Electronic	Destroy	Accountant	S:Drive	TRUE
Invoices	Amounts due from others on open accounts as a result of providing goods or	4 Years	Electronic	System	Accounts Receivable	Onbase	TRUE
Bad Debt Actions	Overdue accounts, such as library fines, parking tickets, loans, payment for	4 Years	Computerized	System	Accounts Receivable	Datatel/Onbase	TRUE
Petty Cash Records	Documentation for petty cash transactions	4 Years	Electronic	System	Accounts Payable	Onbase	TRUE
Student Accounting Records	Files on individual students paid and unpaid accounts, including account	4 Years	Computerized	System	Accounts Receivable	Colleague	TRUE
Student Correspondence	Correspondence sent to or received from students	Active + 2 Years	Computerized	Destroy	Business Office	Onbase	TRUE
Tuition Remission Applications	Record of tuition waiver for employees and dependants	4 Years	Computerized	System	Accounts Receivable	Colleague/Onbase	TRUE
Vending Commission Income Records	Record of money received as commission on vending contracts	4 Years	Electronic	System	Accounts Receivable	Onbase	TRUE

Workers Compensation Payments	Record of payments made for workers compensation	4 Years	Electronic	Destroy	CEO/Accounts Payable	S: Drive/On Base	TRUE
Bank Deposits	Record of deposits in banking institutions	4 Years	Electronic	Destroy	Financial Analyst	S: Drive	TRUE
Purchase Orders	Amounts owed on open account for goods or services received	4 Years	System	Destroy	Accounts Payable	Onbase	TRUE
Invoices	Bill for goods or services received	4 Years	Electronic	Destroy	Accounts Payable	Onbase	TRUE
Requisitions	Forms used to order goods and services	4 Years	Computerized	System	Accounts Payable	Colleague	TRUE
Financial Aid Disbursement Records	Statement by individual of award amounts disbursed. Contains name, type	4 Years	Computerized	System	Accounts Payable	Colleague	TRUE
Travel Expenses	Record of expenses incurred on official travel. Used to receive reimbursement	4 Years	Electronic	Destroy	Accounts Payable	Onbase	TRUE
Unemployment Insurance Payments	Record of payments made for unemployment insurance	4 Years	Electronic	Destroy	CEO/Accounts Payable	S: Drive	TRUE
Check Register	BOOK or original entry for all cash disbursements paid by check	4 Years	Computerized	System	Accounts Payable	Datatel	TRUE
Annuity Records	Statement of payroll deduction for employees' annuity plans	4 Years	Computerized	System	Payroll	Datatel	TRUE
Cash Receipts	Receipts for cash sales or cash received.	4 Years	Computerized	System	Payroll/AR	Datatel	TRUE
Checks/Pay Advices	Checks paid employees for services they perform	4 Years	Computerized	System	Payroll	Datatel	TRUE
Sales Receipt	Receipts for sales or monies received	4 Years	Computerized	System	Payroll/AR	Datatel	TRUE
Payroll Deduction Authorization	All forms used to authorize deductions for charitable organizations, credit	Active + 6 Years	Electronic	Destroy	Payroll	Onbase	TRUE

Garnishment Documentation	Contains copies of court orders, pertinent employee data, computation data	Active + 3 Years	Electronic	Destroy	Financial Anaylst	S:Drive	TRUE
Leave Record	Forms used to document sick leave and vacation leave	Active + 6 Years	Computerized	System	Financial Anaylst	Datatel	TRUE
Time Cards	Record of time worked by employees or student employees	5 Years	Electronic or Computerized	Hard Copy - Destroy	Financial Anaylst	business office and Datatel	TRUE
Parking Tickets - Paid		4 Years	Computerized	In System	Business Office	Onbase	TRUE
Parking Ticket - Unpaid		4 Years	Computerized	In System	Business Office	Onbase	TRUE
Grants - Awarded	Files containing proposal, budgets, accounting information on grants	Active + 5	Electronic/Computerized	System	CFO	S:Drive	TRUE
Annual Financial Report	Consolidated year-end report of financial situation showing assets and liabilities	4 Years	Electronic	Destroy	Controller/CFO	S:Drive	TRUE
Audit Report - External	Final report of state or independent auditor	4 Years	Electronic	Destroy	CFO	S:Drive	TRUE
Budget	Final, approved, yearly budget for the institution	Active + 1 Year	Electronic	Destroy	CFO	S:Drive	TRUE
Budget - Planning Documents	Budget requests for upcoming fiscal year.	Active + 1 Year	Electronic	Destroy	CFO	S:Drive	TRUE
1099s	Federal form used to report salaries, wages, and tips of contractors	6 Years	Electronic	Destroy	Financial Analyst	S:Drive	TRUE
W-2s	Federal form reporting salaries, wages, and tips for each employee to the IRS	6 Years	Electronic	Destroy	Financial Analyst	S:Drive	TRUE
Motor Vehicle Records	includes title, insurance, and maintenance documentation	Active + 6 Years	Hard Copy/Electronic	Destroy	Controller/CFO	Business Office/S:Drive	TRUE