

Treasurer and Financial Offices
Retention and Disposition Schedule

The following is the draft records schedule for this department. For questions about this schedule, or about adding items not found herein, please contact the college archives at muskie@bates.edu. For administrative records not found in this schedule (general correspondence, publications, meeting minutes and agenda, etc), please consult the General Administrative records schedule.

IMPORTANT: You should never knowingly destroy any records that either are part of (or you may believe are part of) an ongoing audit, claim, or investigation, regardless of the Disposition note for that record.

Item	Office of Record	Retention	Disposition
<u>Institutional & Legal Records</u>			
Articles of Incorporation	Treasurer	Permanent	Consult Archives for potential transfer
Charter & By-laws	President's Assistant	Permanent	Consult Archives for potential transfer
Minutes of Trustee Meetings	President's Assistant	Permanent	Consult Archives for potential transfer
Minutes of Trustee Committee Meetings	President's Assistant	Permanent	Consult Archives for potential transfer
Licenses	Various departments	Active	[PENDING]
Deed & Titles	Treasurer	Permanent	Consult Archives for potential transfer
Attorney Opinion Letters	Accounting	ACT + 4 years	Confidential destruction
Leases	Various departments	ACT + 6 years	Confidential destruction
<u>Financial Aid Records</u>			
Final Financial Aid Awards listing	Accounting	ENR + 6 years	Confidential destruction
DOE Cash/GAPS records for Perkins, PELL, FWS, SEOG, FWS	Accounting	Award Year + 3 years	Confidential destruction
<u>Federal Tax Records</u>			
Form 990 & Support	Accounting	Permanent	Consult Archives for potential transfer
Form 990T & Support	Accounting	Permanent	Consult Archives for potential transfer
Unitrust Tax Returns & Support	Accounting	7 years	Confidential destruction
<u>State & Local Tax Records</u>			
Property Tax payment records	Accounting	[PENDING]	[PENDING]
State Sales Tax Records	Accounting	7 years	Confidential destruction
Unclaimed Property Filings	Accounts Payable	10 years	Confidential destruction
<u>Revenue Records</u>			
Accounts Receivable Fiscal Year End Report	Accounting	7 years	Confidential destruction
Tuition to Registration tie out	Accounting	7 years	Confidential destruction
Cashiering Receipt records	Accounting	7 years	Confidential destruction

Accounts Payable Records

Vendor Payments	Accounts Payable	7 years	Confidential destruction
Travel Expense Reports	Accounts Payable	7 years	Confidential destruction
Accounts Payable Subsidiary Reports	Accounts Payable	Until annual audit is completed	Confidential destruction
Accounts Payable Year End Subsidiary Reports	Accounts Payable	7 years	Confidential destruction
1099 Reports	Accounts Payable	7 years	Confidential destruction
A/P Check Registers	Accounts Payable	7 years	Confidential destruction

Bank Records

Wire / ACH Transfers	Accounting	7 years	Confidential destruction
Bank Statements	Accounting	7 years	Confidential destruction
Deposit Records	Accounting	7 years	Confidential destruction
Bank Reconciliations and Support	Accounting	7 years	Confidential destruction
Cancelled Checks	Accounting	7 years	Confidential destruction

Grant & Gift Records

Federal and State Grant files	Accounting	Active + 3 yrs	Confidential destruction
Private Grant files	Accounting	Active + 3 yrs	Confidential destruction
Deeds and Title for Donated Real Property subsequently sold	Accounting	Permanent	Consult Archives for potential transfer
Life Income Agreements that fund endowments	Accounting	Permanent	Consult Archives for potential transfer