

WVU TREASURY OPERATIONS - RECORD RETENTION SCHEDULE

DESCRIPTION	Legal Requirements	Audit Requirement	Active Retention	Hardcopy Disposal
Bank Account Approval to Print Checks			email	n/a
Bank Account Cancelled Checks	Banking	FS	7 years	Shred
Bank Account MAP Daily Cash Reports			1 year	Shred
Bank Account Huntington View Reports			1 year	Shred
Bank Account Recon Item Backup			3 years	Shred
Bank Account Reconciliations/Statements	Banking	FS	7 years	Shred
Bank Account Request to Close Bank Account		Legislative	3 years	Shred
Bank Account Request to Open Bank Account (Active)		Legislative	Permanent	Permanent
Bank Account Request to Open Bank Account (InActive)		Legislative	3 years	Shred
Bank Account RFP documentation			Current	Recycle
Bank Account Signature Card (Current)		Legislative	Permanent	Permanent
Bank Account Signature Card (Obsolete)			None	Shred
Bank Account Stale-Dated Checks backup	UP Laws		10 years	Shred
Bank Account Unclaimed Property Reports and backup	UP Laws		10 years	Shred
Banner to Oracle Reconciliation (TGRRCON) - Banner TGRRCON Report			1 year	Recycle
Banner to Oracle Reconciliation (TGRRCON) - electronic file			3 years	n/a
Banner to Oracle Reconciliation (TGRRCON) - Oracle TGRRCON Report			1 year	Recycle
HEPC/BOT Interest		FS, Legislative	3 years	Shred
Correspondence			3 years	Recycle
FIMS Expenditure Schedules			none	Shred
FIMS Recon Item Backup			3 years	Shred
FIMS Reconciliations and reports		FS, Legislative	3 years	Shred
Financial Statement Audit Backup			3 years	Shred
Funds Checking electronic file and backup			3 years	Shred
Imprest Funds-Active			Permanent	Permanent
Imprest Funds-InActive		SAO	3 years	Shred
Investment - originating documents			Permanent	Permanent
Investment statements, accounting transactions and reconciliations			3 years	Shred
Journal Entries and backup		FS, Legislative	3 years	Shred