

**UNIVERSITY OF NORTHERN IOWA  
RECORDS RETENTION SCHEDULE  
FINANCIAL RECORDS**

<b><u>Name of Document</u></b>	<b><u>Retention</u></b>	<b><u>Responsible Department</u></b>
<b>Cashiering and Accounts Receivable</b>		
Bank Remittances	2 years	Business Operations
Cash Receipts Vouchers	7 years	Business Operations
Income Distribution	7 years	Business Operations
Perkins Student Loan Journals	Indefinite	Business Operations
Perkins Student Loan Ledgers by Individual	5 years	Business Operations
Perkins Student Loan Notes	5 yrs after repaid or assigned	Business Operations
Perkins Student Loan Student Files	5 yrs after repaid or assigned	Business Operations
U-bill Charge and Credit Source Documents	5 years	Business Operations
U-bill Historical Listings	5 years	Business Operations
U-bill payment Remittance Stubs	3 years	Business Operations
<b>General Accounting</b>		
Abstracts	Permanent	Financial Accounting
Accounting Code Manual	10 years	Financial Accounting
Accounts Payable Checks/Images	7 years	Financial Accounting
Adjusting Journal Entries	7 years	Financial Accounting
Annual Financial Reports	25 years	Financial Accounting
Appraisals	Permanent	Financial Accounting
Audit Reports	10 years	Financial Accounting
Audit Work Papers	5 years	Financial Accounting
Bank Statements	3 years	Financial Accounting
Bank Reconciliations and Outstanding Check Lists	5 years	Financial Accounting
Bond Audit Reports	10 years	Financial Accounting
Bond Indentures	10 years after paid off	Financial Accounting
Budget Books	50 years	Archives/Budget/Fin Acctg
Budget Fund Transfers	7 years	Budget/Fin Accounting
Budget to Expense Comparison Report	10 years	Financial Accounting
Budget to Income Comparison Report	10 years	Financial Accounting
Capital Project Files & Finals Reports	20 years	Financial Accounting
Cash Balance Report	10 years	Financial Accounting
Cash Disbursement Vouchers	7 years	Financial Accounting
Certificates of Insurance	7 years	Financial Accounting
Credit Card--Signatures	1 year	Business Operations
Chart of Accounts	10 years (June editions)	Financial Accounting
Deadwood Tickets	3 yrs following the event	Auxiliary Enterprises
Ticket Manifests	3 yrs following the event	Auxiliary Enterprises
Ticket Reports	7 yrs following the event	Auxiliary Enterprises
Deeds	Permanent	Financial Accounting
Dept. of Mgmt Reports (monthly)	5 years	Financial Accounting
Dept. of Mgmt Reports (year ending 6/30)	10 years	Financial Accounting
Depreciation Records	7 years	Business Operations
Easements	Permanent	Financial Accounting
Endowment Contribution Support	Permanent	Financial Accounting
Equipment Inventory Annual Listing	5 years	Business Operations
Equipment Inventory Annual Journals	5 years	Business Operations
Equipment Inventory Discard List	until superseded	Business Operations

Equipment Inventory Serial List	until superseded	Business Operations
Fact Book for Bond Rating Agencies	10 years	Financial Accounting
Federal Funds Draw-Down Reports	7 years	Financial Accounting
Financial Report by Administrative Unit	5 years	Financial Accounting
FISAP Report	7 years	Business Operations
Gifts, Grants, and Contracts Registers	10 years	Grants & Contracts
Gifts, Grants and Contracts Files	5 years past completion	Grants & Contracts
Grant & Contracts monthly reports	3 years	Grants & Contracts
Income and Expense Classification Reports	2 years (monthly edition)	Financial Accounting
Income and Expense Classification Reports	10 years (June editions)	Financial Accounting
Indirect Cost Proposals (and working papers)	Permanent	Financial Accounting
IPEDS Report	7 years	Financial Accounting
Minutes Books, Board of Regents	Permanent	Financial Accounting
NCAA Audit Working Papers	11 years (NCAA Rule)	Financial Accounting
Payee Registers	7 years	Financial Accounting
Physical Plant Job Cost Ledgers	7 years	Financial Accounting
Physical Plant Job Cost Ledger-Journals	7 years	Financial Accounting
Direct Material Charges		
Labor Charges		
Maintenance Material Charges		
Regents Self Ins. Quarterly Accident Reports	Permanent	Financial Accounting
Residence System Annual Report	7 years	DOR/Financial Accounting
Revenue Bonds and Coupons, Paid	7 years after issue paid off	Financial Accounting
Securities Brokerage Advises	3 years	Financial Accounting
Securities Safekeeping Receipts	3 years AD	Financial Accounting
Supplies Inventories	7 years	Financial Accounting
Statement of Account (hard copy or microfiche)	25 years	Financial Accounting
Tax Returns, Sales Tax	7 years	Business Operations
Telephone Bills-Departmental	7 years	Telecommunications
Trial Balances	5 years	Financial Accounting
Voucher Registers	7 years	Financial Accounting
1099 Forms	7 years	Business Operations

**Payroll**

Annuity Ledger	until superseded	Business Operations
Direct Deposit Authorizations	until superseded or 3 years AT	Business Operations
Earnings Records	50 years	Business Operations
Garnishments and Levies	7 years	Business Operations
Labor Contracts	25 years	Human Resources
Payroll Checks	7 years	Financial Accounting
Payroll Ledgers (Alphabetical, Departmental, And Fringe Benefit)	50 years	Business Operations
Personnel Action Forms	5 years	Human Resources
Personnel Manuals	10 years	Human Resources
Processed Time Sheet Report	5 years	Business Operations
Tax Returns, Payroll	7 years	Business Operations
Time Sheets	5 years	Business Operations
State Salary Book	50 years	Financial Accounting
Sick leave and Vacation Usage Reports	5 years	Business Operations
Withholding Exemption Forms (W-4 Forms)	5 years	Business Operations
W-2 Forms	7 years	Business Operations

**General**

Contracts, Written  
Tort/Negligence Claims

10 years  
2 years after incident

Originating Department  
Affected Department/  
Risk Manager  
University Attorney

Updated by Gary Shontz on July 8, 2005.