Finance & Administration Records Retention Policy

The purpose of this policy is to ensure that necessary records and documents are adequately protected and maintained and to ensure that records that are no longer needed or of no value are discarded at the appropriate time.

Pacific University operates in a fiscal year beginning July 01, XX through June 30, XX. The retention schedule below indicates the minimum retention period per law/regulation of which we are aware.

PERM - Permanent
CY - Current Fiscal Year
ENR - Enrolled
ACT - Active

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Accounts Payable</strong></td>
<td></td>
</tr>
<tr>
<td>Accounts Payable Ledger &amp; Schedules</td>
<td>6 years + CY</td>
</tr>
<tr>
<td>Vouchers-Payables</td>
<td>6 years + CY</td>
</tr>
<tr>
<td>Cancelled Checks-General and PR</td>
<td>6 years + CY</td>
</tr>
<tr>
<td>AP Check Registers/Voucher Register</td>
<td>6 years + CY</td>
</tr>
<tr>
<td>Petty Cash Vouchers/Expense Reports</td>
<td>6 years + CY</td>
</tr>
<tr>
<td>Purchase Orders</td>
<td>6 years + CY</td>
</tr>
<tr>
<td>1099 and Reports</td>
<td>6 years + CY</td>
</tr>
<tr>
<td><strong>Accounts Receivable</strong></td>
<td></td>
</tr>
<tr>
<td>Accounts Receivable Ledgers &amp; Schedules</td>
<td>6 years + CY</td>
</tr>
<tr>
<td>Student AR Tuition &amp; Fee chgs</td>
<td>ENR + 6 years</td>
</tr>
<tr>
<td>Student Repayment History</td>
<td>ENR + 6 years</td>
</tr>
<tr>
<td>Uncollected Accounts-Includes write-offs</td>
<td>6 years + CY</td>
</tr>
<tr>
<td>AR Aging Reports</td>
<td>6 years + CY</td>
</tr>
<tr>
<td>Student General Deposits</td>
<td>6 years + CY</td>
</tr>
<tr>
<td>Student Promissory Notes (pd in full)</td>
<td>CY + 3 years</td>
</tr>
<tr>
<td>Unpaid Student Promissory Notes</td>
<td>PERM</td>
</tr>
<tr>
<td>AR-NON AR Transactions</td>
<td>6 years + CY</td>
</tr>
<tr>
<td>Deposit Slips &amp; Visa Slips</td>
<td>6 years + CY</td>
</tr>
<tr>
<td>1098T and Reports</td>
<td>PERM</td>
</tr>
<tr>
<td>Tuition Reconciliations</td>
<td>6 years + CY</td>
</tr>
<tr>
<td>Housing/Meals Reconciliations</td>
<td>6 years + CY</td>
</tr>
</tbody>
</table>
Study Abroad Reconciliations

**Misc Receivable**
- Clinic Receivables
- Misc Accounts Receivables
- Benefactor Receipts/Reconciliations-University Relations
- FISOP Reports

**Accounting**
- Unclaimed Property Filings (includes support documentation)
- Bank Statements
- Bank Recons & Support
- Petty Cash-Reconciliation & Support
- Payroll Accruals
- Inventory
- Journal Entries
- Pooling Reports
- General ledger, Year End Trial Balance
- Chart of Accounts
- Financial Statements
- 990T & Support
- Auditor Reports

**Payroll/Human Services**
- Employee Files
- Payroll Records and Summaries
- EEO-1 Forms(Hired)
- EEO-1 Forms(Terminated)
- Applicant Files
- W-2’s and Payroll Tax Returns
- Employment Applications
- Garnishments
- Personnel Files (terminated)
- Retirement and Pension Records
- Requisitions
- Timesheets/Cards

**Contracts/Agreements**
- Government Grant Files
- Bonds
- Private Grant Files
- Life Income Agreements
- Life Income Stmts/Recons
- Gift Annuity Agreements
- Gift Annuity Stmts/Recons
- Trust Account Agreements
Trust Account Stmts/Recons 6 years+ CY
Endowment Records (and other permanently restricted asset records) PERM
Leases-Active PERM Until Expired
Expired Contracts, Mortgages, notes and leases 6 years+ CY
Contracts, Mortgages, notes in effect PERM
EBSCO PERM

Capital Property Records
Amortization of LH Improvements PERM
Depreciation Schedules PERM
Property Tax Exemption Records 6 years+ CY
Inventory 6 years+ CY
Mortgage, Bonds, LT Debt Agreements PERM
Disbursements that support tax-exempt bond proceeds PERM
Property Improvement Record PERM
Sales of Property 6 years+ CY
Property records-Blueprints/costs PERM

Institutional & Legal Documents
Correspondence-General 2 years
Correspondence-Contributions 6 years+ CY
Deeds & Titles PERM
Insurance Records (Expired) 6 years+ CY
Insurance Records (Current) PERM Until Expired
Insurance Claims 6 years+ CY
Corporate Stock-Edward Jones ACT + 6 years
Articles of Incorporation PERM
Charter PERM
By Laws PERM
Board of Trustee Committee Minutes/Materials PERM
Licenses PERM
Expired Licenses ACT + 6 years
Procedures PERM
Patent/Trademark Records PERM
Legal and important Matters PERM