

University of Massachusetts
 Records Retention/Disposition Matrix
 As of 3/16/09

<u>Documents</u>	<u>Retention Period</u>	<u>Record Custodian</u>	<u>State Schedule Reference</u>
Credit Card Receipts	- original signed payment tender - 3 years - invoice with indication of payment - 3 years	Bursar	pg 85, D1-6
Checks received (Automated Deposit)	- shred checks within 14 days - confirm with bank that they have the file	Bursar	
Bank Statements and Deposit Slips	6 years	Treasurer/Bursar	pg 185, L12-1
Cancelled Checks (vendors and payroll)	6 years	Treasurer	pg 185, L12-2
Accounts Receivable/Billing ledgers	3 years after final payment, settlement or write-off	Controller	pg 85, D1-7
Student Bills - Optional Waivers on document	3 years after final payment, settlement or write-off	Controller	pg 85, D1-7
Student Loans	6 years after last payment/collection	Financial Aid Director	pg 86, D1-9
Student Excess Check - Signature of Receipt of Check	6 months (email informs them of receipt)	Bursar	
Grant & Contract activity - retain copy in folder of: journal entries, vouchers, reports, deposits , procard purchase orders, contracts	6 years after filing of last report	Controller	pg 85, D1-2
Non-Grant & Contract activity:			
Journal Entries	3 years	Controller	pg 85, D1-3
Vouchers	3 years	Controller	pg 85, D1-8
Deposits	3 years	Controller	pg 85, D1-4
Travel	3 years	Controller	pg 88, D4-1
Procurement Records:			
Purchase Orders	6 years after final payment	Purchasing Director	pg 86, D1-11
Contracts	6 years after final payment	Purchasing Director	pg 86, D1-11
Bids/RFP's (awarded)	6 years after final payment	Purchasing Director	pg 86, D1-11
Bids/RFP's (non-awarded)	3 years after bid process ends	Purchasing Director	pg 86, D1-11
Vendor W9 forms	6 years	Vendor Maintainer Department or	pg 86, D1-13
Procard	6 years	Procard Manager	
Leases	6 years after final payment	Treasurer/Purchasing	pg 73, C1-11

		Director	
Fixed Assets	Disposal forms - 6 years after disposal Non-scanned/electronic Inventories - 6 years	Fixed Asset Manager Fixed Asset Manager	pg 72, C1-4
Tickets (sold & unsold)	3 years	Sales Office	pg 85, D1-6
Endowment (includes Bequests)	Permanent	Foundation	
Development Office - Gift Documents (ex. Annual fund)	3 years	Development Office	
Tax Filings (UBIT, W2, 1099, 1042, 1098T)	3 years	Treasurer	pg 88, D4-4
Audit Records - Workpapers	6 years	Controller	pg 87, D2-4
Annual Financial Statements	Permanent	University Controller	pg 87, D2-4
General Ledger	Permanent	University Controller	pg 85, D1-1
Abandoned Property sent to Commonwealth	6 years following year of remittance	Treasurer	
HR documents:			
Reviews	6 years after separation	Human Resource Director	pg 92, E4-5
Time Cards	3 years	Human Resource Director	pg 88, D4-3
Personnel Actions	6 years	Human Resource Director	pg 94, E5-3
Legal Documents:	Permanent	General Council	pg 61, B1-3
litigation, patents, copyrights, trademarks, bylaws, charters, minutes, deeds, easements			
System Integrity Reconciliations	5 years	University Controller/UITs	
Insurance:			
Accident Reports	6 years	Treasurer	
Claims after Settlement	10 years	Treasurer	