

**UNIVERSITY OF WISCONSIN SYSTEM
FISCAL AND ACCOUNTING
GENERAL RECORDS SCHEDULE
SPREADSHEET FORMAT**

DOCUMENT	RDA #	Retention Original	Retention Copies	DESCRIPTION	Disp
I. Fiscal Administration Records					
Administrative Policies and Procedures	FISC100	EVT + 3	EVT	All written policies, procedures and related documents pertaining to fiscal matters - (EVT = Date of supercession)	Destroy
Manuals	FISC101	EVT + 3	EVT	All fiscal related manuals (EVT = Date of supercession)	Destroy
Routine Internal Status & Activity Reports	FISC102	EVT	EVT	Internal statistical and narrative reports on routine operations of a fiscal office	Destroy
Yearend Reports (GAAP)	FISC103	FIS + 6	EVT	Reports and supporting documentation	Destroy
Tax Related Reports				1098Ts listing/log, W2s, 1099s, Sales Tax, etc	Destroy
Academic Fee Income Report (AFIR)				Report and supporting documentation	Destroy
Annual Financial Report	FISC104	FIS + 6	EVT	Permanent Record	Perm
Non-Routine Financial Reports and Studies	FISC105	FIS + 4	EVT	Reports and studies created for fiscal, accounting and administrative review (EVT = when no longer needed)	Destroy
Fiscal Management Subject & Correspondence Files				Correspondence, memoranda and reports used to support general fiscal management	Destroy
Audit Documentation: Regularly-Occurring Audit Cycles	FISC106	EVT + 3	EVT	All audit reports, responses and findings (EVT = issuance of final audit report)	Destroy
A-133 Audits, CAFR Audits				All audit reports, responses and findings (EVT = issuance of final audit report)	Destroy
Audit Documentation: Irregularly-Occurring Audit Cycles	FISC107	Next or 10	EVT	All audit reports, responses and findings (Next = date of next audit cycle or 10 years)	Destroy
Reconciliation Work Papers	FISC108	FIS + 4	EVT	Intermediate fiscal records of receipts and disbursements used to reconcile accounts	Destroy
Authorization for Access/Forms	FISC109	FIS + 4	EVT	Applications, authorizations, cardholder agreements and related forms to establish accounts (FIS = year inactivated)	Destroy
Authorization for System Access				Applications, authorizations, cardholder agreements and related forms to establish accounts (FIS = year inactivated)	Destroy
Purchasing Card Authorization				Applications, authorizations, cardholder agreements and related forms to establish accounts (FIS = year inactivated)	Destroy
Corporate (Travel) Card Authorization				Applications, authorizations, cardholder agreements and related forms to establish accounts (FIS = year inactivated)	Destroy
SFS Authorization Forms				Applications, authorizations, and related forms to establish accounts (FIS = year inactivated)	Destroy
Credit Card Receipts and/or Deposits	FISC110	EVT+90days	EVT	Any CC slip from a cc machine or related documentation associated from transaction or encrypted data containing cc numbers (EVT = CR)	Destroy
Paper or Electronic Transactions				Any CC slip from a cc machine or related documentation associated from transaction or encrypted data containing cc numbers (EVT = CR)	Destroy
II. Internal Control Records					
Internal Control Policies & Procedures	FISC200	EVT + 3	EVT	All related documentation regarding internal control audits and findings (EVT = record superseded)	Destroy
Internal Management Review and Routine Oversight Control Files, Reports, Action Files	FISC201	EVT + 3	EVT	All related documentation regarding routine internal management review and oversight of operations (EVT = date of completed audit report)	Destroy
Internal Audit Control Files, Reports, Action Files and Findings	FISC202	Next or 10	EVT	All related documentation regarding Internal Audits of controls including files, reports and findings (Next = date of next audit or 10 years)	Destroy
Internal Control Reference Files	FISC203	EVT + 0	EVT	All reference files used to support internal control programs (EVT = when file is superseded)	Destroy
III. Payments and Receipts from all Sources except Capital Improvement and State Building Commission Projects					
Expenditures (A/P Records-but not limited to)	FISC300	FIS + 6	FIS + 1	All supporting documentation related to the purchase of goods or services including the payment process, i.e., manuals, check logs, registers, etc	Destroy
Vouchers - Invoices - Direct Payments				Voucher listing reports and documentation supporting documentation	Destroy
Vouchers - Student Vendors				Student voucher reports and supporting documentation	Destroy
Travel Expense Reports (TERs)				TERs and attached receipts/documentation	Destroy
Payment to Individual Reports (PIRs)				PIRs and attached documentation	Destroy
Credit card receipts (Procurement card purchases)				Departmental receipts/documentation log/pcard envelopes	Destroy
Academic Support Service Agreements (ASSAs)				ASSAs and attached documentation	Destroy
Entertainment Contracts				Attached receipts and documentation	Destroy
Inter-Institutional Agreements (IIAs)				Supporting documentation behind IIA's buying or selling institution)	Destroy
Financial Aid Disbursements				Disbursement reports used to support expenditures and reconciliation of aid	Destroy
Purchase Orders				Form, contracts, agreements and related information for the purchase	Destroy
Receipts (Accounts Receivable Records-not limited to)	FISC301	FIS + 6	FIS + 1	All supporting documentation related to the receipt of funds including deposit forms, attached vouchers, remittance forms, etc.	Destroy
Deposits - Student Payments				Can include student remittances, receipts, third-party settlement reports, etc	Destroy
Deposits - Departmental Receipts				Forms, reports, etc from departments for lump sum deposits, etc	Destroy
Deposits - From Invoices to external parties				Includes QuickBooks invoices or other manual invoices to 3rd parties	Destroy
Financial Aid Returns (Credit Backs)				Return form and supporting documentation related to the return	Destroy
IV. State Banking and Cash Management Related Records					
Paid/Canceled Checks (Electronic Imaging and Paper)	FISC400	FIS + 6	EVT	Electronic imaging and paper checks (ZBA, Agency, Contingent Funds)	Destroy
Voided Checks	FISC401	FIS + 6	EVT	Voided checks resulting from printing errors	Destroy
Stop Payment/Voids/Cancel Check Records	FISC402	FIS + 6	EVT	Request for stop payment and related correspondence/reports. Includes ZBA, Agency and Contingent Fund accounts.	Destroy
Checks - Canceled				Liability to pay on checks up to 6 years. Includes any documentation of unpaid items and request for reissuance of checks	Destroy
Checks - Stale (Voids/Reissues)				All reports, logs, follow-up letters and supplemental documentation for stale check follow-up/voids & reissues	Destroy
Bank Statements: All Accounts	FISC403	FIS + 6	EVT	All statements and supporting documentation for reconciliation	Destroy
Bank Analysis Reports				Reports, statements of fees, activity, etc	Destroy
Signature Cards: Authorization	FISC404	EVT + 6	EVT	All documentation requesting signature authority for checks (EVT = inactivation of signature authority)	Destroy
General Obligation Bond Records	FISC405	EVT + 50		Supporting documentation for principle and interest payments, correspondence and reports	Destroy

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V. Collection Related Records					
Collection Case Files	FISC500	EVT + 7	EVT + 1	Dunning letters, documentation of collection efforts, payment agreements, correspondence on delinquent accounts, reports to/from agency, etc.	Destroy
Non-Student Related Files				Dunning letters, documentation of collection efforts, payment agreements, correspondence on delinquent accounts, reports to/from agency, etc.	Destroy
Student Delinquent Files				All correspondence and documentation related to delinquent student accounts (can include payment plans, deferments, student letters, pre-collect process, book vouchers, temp loans, etc) (EVT = collection is paid)	Destroy
Outside Collection Agency Case Files				All correspondence related to case files including documentation to outside collection agencies	Destroy
VI. General Ledger Transactions					
Journal Entries (<i>Not limited to these examples</i>)	FISC600	FIS + 6	FIS + 1	All supporting documentation for journal uploads or entries into SFS	Destroy
Internal Transfers (chargebacks)				All supporting documentation for journal uploads or entries into SFS	Destroy
Payment Transfers				All supporting documentation for journal uploads or entries into SFS	Destroy
Revenue Transfers				All supporting documentation for journal uploads or entries into SFS	Destroy
Budget Transfers				All supporting documentation for budget uploads or entries into SFS	Destroy
Budget Entries for Projects				Documentation supporting project budgets, etc	Destroy
Pcard Uploads				Documentation supporting allocation of purchasing card expenditures	Destroy
VII. Capital Improvement and Projects Accounting					
Capital Accounting Projects: Fed. Construction Funds	FISC700	EVT + 30	EVT	Documentation of capital assets, depr schedules, fixed assets, mortgage ledgers, facility/plant ledgers, inventory reports, etc	Destroy
Capital Accounting Projects: Non-Fed Constrctn Funds	FISC701	FIS + 4	EVT	All documentation supporting construction fund projects	Destroy
Capital Accounting Project Budgets	FISC702	FIS + 4	EVT	Budget related records (allotments) for construction fund projects	Destroy
VIII. Capital Asset Inventory and Surplus Property Records					
Capital Equipment Inventories	FISC800	FIS + 4	EVT	Physical inventory reports and related documentation	Destroy
Equipment - Non-capital				Reports and other documentation related to non-capital equipment	Destroy
Surplus Property Disposition Records	FISC801	EVT + 3	EVT	Disposal records, asset forms and related acquisition documentation pertaining to this property (EVT = date of disposition)	Destroy
IX. Gift/Grant Related Accounting Records					
Grant Folders: Federal	FISC900	EVT + 3	EVT + 1	Transmittals, awards, budgets and related documentation for federal grants (EVT = submission of financial report or close of grant)	Destroy
Effort Reporting				All related reports, forms and documentation related to PAR reports (EVT = submission of financial report or close of grant)	Destroy
Grant/Agreement Interim/Final Reports/Invoices				Reports and supplemental information for verification of federal grants/contracts (EVT = submission of financial report or close of grant)	Destroy
Gift and Grant Folders: Non-Federal	FISC901	EVT + 3	EVT + 1	Transmittals, awards, budgets and related documentation for non-federal grants (EVT = submission of financial report or close of grant)	Destroy
Gift/Grant/Agreement Interim/Final Reports/Invoices				Reports and supplemental information for verification for a non-federal gift/grant (EVT = submission of financial report or close of grant)	Destroy
Grant Folders: Non-Federal and Subject to External Agency Restrictions	FISC901A	EVT + 6	EVT + 1	Transmittals, awards, budgets and related documentation for non-federal grants in which the agency requires a longer retention period (EVT = submission of financial report or close of grant)	Destroy
Gift/Grant/Agreement Interim/Final Reports/Invoices				Reports and supplemental information for verification for a non-federal gift/grant (EVT = submission of financial report or close of grant)	Destroy
Allocations	FISC902	FIS + 6	EVT + 1	All related documentation to verify the grant allocation process	Destroy
Fringe Cost Allocations				All related documentation to verify the fringe allocation processes	Destroy
Facilities and Administration (F&A) Cost Allocations				All related documentation to verify the F&A cost allocation process	Destroy
Letter of Credit: Drawdown Information	FISC903	EVT + 3	EVT + 1	Documentation used to determine draw amounts against Federal Grants', Letters of Credit. (EVT = Date of submission of LOC draw request)	Destroy
Facilities and Administration (F&A) Cost Rate Proposals	FISC904	EVT + 3	EVT + 1	Rate Proposals, cost allocation plans and computations. (EVT = date of submission)	Destroy