

<b>Item Number</b>	<b>Record Series or Title</b>	<b>Media of Origin / OnBase Doc Type</b>	<b>Minimum Retention Period (Unrestricted Funds)</b>	<b>Custodian Location</b>	<b>Disposition</b>
------------------------	-------------------------------	--	--	-------------------------------	--------------------

1

Retai50

Item Number	Record Series or Title	Media of Origin / OnBase Doc Type	Minimum Retention Period (Unrestricted Funds)	Custodian Location	Disposition	Remarks/Details/Compliance/Retain as paper/electronic/digital/microfilm/OnBase security groups
-------------	------------------------	-----------------------------------	---	--------------------	-------------	--

4 Bank related backup

Includes: Research, documentation justifying fees, U errors, and activity, etc.

<b>Item Number</b>	<b>Record Series or Title</b>	<b>Media of Origin / OnBase Doc Type</b>	<b>Minimum Retention Period (Unrestricted Funds)</b>	<b>Custodian Location</b>	<b>Disposition</b>	<b>Remarks/Details/Compliance/Retain as</b>
------------------------	-------------------------------	--	--	-------------------------------	--------------------	---



Item Number	Record Series or Title	Media of Origin / OnBase Doc Type	Minimum Retention Period (Unrestricted Funds)	Custodian Location	Disposition	Remarks/Details/Compliance/Retain as paper/electronic/digital/microfilm/OnBase security groups
18	FGRGLTA Report (General Ledger Detailed Transaction Report)	Paper	Retain until administrative need is met.	MAUs/Cash Management Office	Destroy after administrative need is met*	This is the printed copy of the General Ledger Detailed Transaction Report run from a Banner Query. Per agreement with MAUS best business practices. Destruction should be by cross cut shredding under dual control in office or transferred to Statewide Records Center for destruction.
19	Payroll Stop Payments	Electronic and printed on paper	Retain current fiscal year plus 7 years. (electronic format stored 6 months)	Cash Management Office	Destroy 7 years after fiscal year Destroy electronic copy after 6 months*	Retain 7 years. AK Department of Finance Retention Schedule item 25 - Lost Deposit Claims, Research, Stop Pay, and Reissue. Destruction should be by cross cut shredding under dual control in office or transferred to Statewide Records Center for destruction.
20	<p>Transitory &amp; Miscellaneous Administrative Information</p> <p>Includes: email with short-lived or no administrative value, voice mail, self-adhesive notes, data input documents, appointment books/calendars, intra-office correspondence tracking logs, word processing files, suspense files, temporary instructions, publication bulletins, notary certificates (copies), meeting notices, announcements and training flyers.</p>	Electronic and printed on paper	Retain until administrative need is met.	All	Destroy after administrative need is met*	Documents containing information that does not set policy, establish guidelines or procedures, certify a transaction, or become a receipt. See University of Alaska General Administrative Records Retention and Disposition Schedule Item 76 Transitory and Miscellaneous Administrative Information.
*A university record may not be destroyed if any litigation, claim, negotiation, audit, public records request, administrative review or other action involving the record is initiated prior to the expiration of the retention period until the completion of the action.						