

**University of Alaska Finance Accounting Records Retention/OnBase Document Type and Disposition Schedule**  
**Retention Periods are Expressed in Years Unless Otherwise Noted**

<b>Item No.</b>	<b>Record Series/Title</b>	<b>OnBase Document Type</b>	<b>Media of Origin</b>	<b>Minimal Retention Time</b>	<b>Custodian Location</b>	<b>Description/Details/Justification</b>
1	Journal Voucher and/or Associated Backup Documentation	Fin Journal Voucher	Electronic and Paper	Destroy 10 years after current fiscal year	SW Fund Accounting and UA Campuses	Destroy 10 fiscal years after current fiscal year
2	Cash Receipts  Original cash receipt with transmittal sheets & backup		Electronic and Paper	Retain source documentation current fiscal year plus 3 fiscal years	Campuses	Destroy 3 years after current fiscal year  2) Any Supporting document for real property and equipment acquired with Federal funds must be destroyed for three years after final disposition. 3) Unless otherwise stated in Sponsored Agreement Electronic Documents purged after 3 years providing all litigation, claims, and audit findings involving the records have been resolved and final action has been taken. Documentation must be retained for a period of three years or for three years after submission date of the projects final financial report (sponsored projects), whichever is longer. <i>Exceptions to this will include the following:</i> 1) Journal Vouchers to the employee file 150 years State of Alaska General Records Retention Schedule (GARRS) item 29 Bank Records-Retain original bank statements current fiscal year plus 7 years. Destruction should be by cross cut shredding under dual control in office or transferred to Statewide Records Retention for destruction.
3	Bank Statements (Common Fund)  Original Common Fund statements used for account reconciliations		Electronic and Paper	Retain current fiscal year plus 7 years	Cash Management Office	Destroy 7 years after current fiscal year

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4	Investment Statements (BNY)  Original BNY statements used for account reconciliations		Electronic and Paper	Retain current fiscal year plus 7 years	Cash Management Office	Destroy 7 years after current fiscal year	General Records Retention Schedule (GARRS) item 29 Bank Records-Retain original bank statements current fiscal year plus 7 years. Destruction should be by cross cut shredding under dual control in office or transferred to Statewide Records Retention for secure destruction.
5	Incoming Wire transfer documents  Original wire transfer received directly from bank. This information is forwarded to applicable campus as official notification.		Electronic and Paper	Retain Current Fiscal Year Plus 3 years	Cash Management Office	Destroy 3 fiscal years after current fiscal year	NACHA Operating Rules and Guidelines (National Automated Clearing House Association). FDIC Regulation 205.13 retain evidence for an investigation enforcement proceedings. AAU Destruction should be by cross cut shredding under dual control in office or transferred to Statewide Records Center for destruction.
6	Outgoing Wire transfer documents  All outgoing requests submitted and processed by Cash Management is attached as JV backup. (CM does not keep original documentation)		Electronic and 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. (Per FDIC regulations)	Currently retained with JV supporting documentation. Cash Management will change process to accomplish a 7 year retention. When a wire transfer via the bank and through applicable Federal Reserve processes. NACHA Operating Rules and Guidelines (National Automated Clearing House Association). FDIC Regulation 205.13 retain evidence for an investigation enforcement proceedings. Destruction should be by cross cut shredding under dual control in office or transferred to Statewide Records Center for destruction.
7	Open Capital Project Fund Documents  Filed by Fund Number - Includes copies of budget adjustments and receiving reports from campuses (mainly UAF). Includes		Electronic and Paper	Retain for 3 years after appropriation closes	Campuses	Destroy 3 years after appropriation closes	Documents purged 3 years after appropriation closes. Per State of Alaska General Administrative Record Retention Schedule #100.3 item 23.
8	Unclaimed Property		Paper	Destroy 10 years after holder files the unclaimed property report.	SW Financial Systems	Destroy 10 years after holder files the unclaimed property report.	Alaska Statutes Title 34 Chapter 45 Section 300. AS34.45.300. Records shall be maintained for 10 years after holder files the unclaimed property report



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