

# Identifies where documentation is retained

Retention is 4 years plus current, unless otherwise indicated here or in policy

Appellate Documents		AS of July 1, 2021							
		Purged only by AOC personnel							
Document	AIS Generated (requires no other storage)	Daily Journal (Hard file)	Electronic Storage (local drive)	Google Drive	Shared N Drive	Shared R Drive	Scanned to FINET	Hard Copy	AOC
Armored car Bag stubs		x							
Armored Car Service Log								X	
Cash Change Fund Assignment log (completed every fiscal year, retained for 4 years)					x				
Cash Change Fund Distribution Summary (optional)									
Cash Change Fund FI-10 "Acceptance of Cash Custody Form"					x				
Cash change fund verification (changing hands)								x	
Cash Count Form		x							
Completed Hand Receipt books								x	
Conference Hotel Authorization (Bid)							x		
Credit Card Batch settlement reports = daily		x							
Credit Card Batch settlement reports = weekly Rev						x			
Deposit & Revenue Distribution						x			
Deposit Slip Review form (Validated Rev slips)			x			x			
Disputed Credit Card Documentation			x						
Disputed Credit Card Letter	Docket note only								
Electronic Transfer request									
Employee Recognition/non cash & Cash Equivalent tracking form				x				or x	

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FI 40A & 40B and FI48 (ESS entries)			x					x	
FI 48 & FI40 forms entered through payroll								x	
Fixed Asset reports			x					x	
Group Gathering Exception form							x		
Hand receipt Logs				x				x	
Hand receipt used books								and/or x	
Hand Receipt Yellow copies		x						or x	
Increased Reimbursement Request Form (travel)			x					or x	
Key Log			x	or x					
Mail Log (original and receipted copy)		x		or x				or x	
NSF Checks			x						
NSF Letters			x						
Payment Reconciliations			x					x	
Pre-auth to purchase unusual items			x					or x	
Purchasing Card transaction log/copies of receipts**							x by AOC	x locally	X until reconciled
Purchasing Invoices							x		X until reconciled
Revenue Deposit slips yellow		x							
Revenue Deposit slips = weekly						x			
Revenue Distribution report = weekly						x			
Revenue Reconciliations (DF55) Weekly report						x			
Separation of Duties Model					x				
Transaction voided logs/reversal		x							

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Travel forms Excluding FI40 & FI48			x					or x	

\* EOY = end of fiscal year

\*\* Refer to Section