

ARCHIVES

Archives are a historical collection of records, documents, or other materials. Financial archives are stored separate from student records and other archives. Most financial documentation is scanned and stored electronically. Documentation sent to the Division of Finance should not have scotch tape covering any printed information because the information is not visible through the tape when scanned.

- **Description**

It is recommended that your site keep financial records for the current year and two years prior.

This includes:

- Final payment registers and all backup documentation (Final payment registers will not be issued for checks after March 30, 2014.)
- Deposit reports and all backup documentation
- Purchase requisition information and all backup documentation
- Journal entries, journal entry requests and backup documentation
- P-Card statements and all backup documentation
- Employee expense documentation

- **Procedure**

The Division of Finance keeps financial files based on state regulations. If you find you need information that is no longer kept at your site, contact the Accounting Department at 303-365-5810.