

SYSTEM-WIDE RECORDS RETENTION SCHEDULE

Retain for five (5) years:

- Bank Statements, Cancelled Checks or Check Copies, Deposit Slips, Reconciliations
- Check Register File
- Financial Statements File
- General Ledger File
- Journal Entries File
- Invoices File
- Grant Accounting File (from the final payment plus 5 years)

Retain for four (4) years:

- Bid and Quote File

Retain for two (2) years:

- Certificate of Deposit File (Retain until cancellation plus 2 years)

Retain for ten (10) years:

- E-rate documentation

Retain permanently:

- Budget File – Including budget requests, worksheets, other working papers, and related correspondence – retain permanently for historical purposes
- All Minutes – Retain permanently for legal and historical purposes