



Arizona State Library, Archives and Public Records

General Records Retention Schedule for All School Districts and Charter Schools Accounting/Finance

Schedule Number:

000-07-226

Authorization and Approval

Pursuant to ARS §41-1351, the retention periods listed herein are both the minimum and maximum time records may be kept. Keeping records for a time period other than their approved retention period is illegal. However, records required for ongoing or foreseeable official proceedings such as audits, lawsuits or investigations, must be retained until released from such official proceedings, notwithstanding the instructions of this schedule. If it is believed that special circumstances warrant that records should be kept longer or shorter times than the time period listed in this schedule or that any of these records may be appropriate for transfer to the State Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Arizona State Library, Archives and Public Records has the authority to extend records retention periods. **Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.**

GladysAnn Wells, Director
Arizona State Library, Archives and Public Records

Date Approved:

NOV 15 2007

**General Retention Schedule for
All School Districts and Charter Schools
Accounting/Finance**

General Records

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
1.	Advice of encumbrance	4	After fiscal year created or received
2.	General Journals	4	After fiscal year created or received
3.	General Ledgers	10	After fiscal year created or received
4.	Journal Entry Forms	4	After fiscal year created or received
5.	Lists of Liabilities	4	After fiscal year created or received
6.	Special Journals	10	After fiscal year created or received
7.	Subsidiary Ledgers	10	After fiscal year created or received
8.	Trial Balances	10	After fiscal year created or received
9.	Expense Accounting Records (including requisitions, purchase orders, claims, demands, vouchers, vendor invoices, receiving reports, warrant registers and other related records		
	a. Official copy	4	After fiscal year created or received
	b. Office copies not in Finance Office	1	After fiscal year created or received
10.	Unclaimed Property Records		
	a. Unclaimed checks or warrants (including payroll or payment checks)	10	After date check issued
	b. Unclaimed property reports required per ARS §44-317	5	After unclaimed property becomes reportable

**General Retention Schedule for
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Accounting/Finance**

**Accounting/Finance
Banking Records**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
11.	Reconciliation Records	10	After fiscal year created or received
12.	Bank Statements	10	After fiscal year created or received
13.	Cancelled Checks	3	After fiscal year created or received
14.	Cash Refund Documentation	10	After fiscal year created or received
15.	Change Fund Receipts	10	After fiscal year created or received
16.	Check/Warrant Registers	10	After fiscal year created or received
17.	Daily Cash Receipt Summaries	10	After fiscal year created or received
18.	Deposit Records (including transmittal forms and control logs)	10	After fiscal year created or received
19.	Lists of Authorized Check Signers	10	After fiscal year created or received
20.	Listings of Bank Accounts	10	After fiscal year created or received
21.	Not Sufficient Funds (NSF) Checks and other related records	10	After fiscal year created or received
22.	Petty Cash Withdrawal Requests	10	After fiscal year created or received
23.	Pre-numbered Cash Receipts	10	After fiscal year created or received
24.	Remittance and other revenue supporting records	10	After fiscal year created or received
25.	Revolving Account Check Requests	10	After fiscal year created or received

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<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
26.	Validated Bank Deposit Slips	10	After fiscal year created or received
27.	Validated Treasurer's Receipts	10	After fiscal year created or received
28.	Voided Transaction Records	10	After fiscal year created or received
29.	Gift and Donation Records (including Tax Credit Receipt Forms)	10	After fiscal year contribution made
30.	Medicaid in Public Schools (MIPS) Records	5	After fiscal year of receipt of final payment

**General Retention Schedule for
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Financial Reports

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
31.	Affidavits of Publications of Annual Financial Reports	3	After fiscal year created or received
32.	Annual Financial Reports	Permanent	Preserve pursuant to ARS §39-101
33.	Annual Financial Report Summaries	3	After fiscal year created or received
34.	Annual Financial Statements (including notes to financial statements)	4	After fiscal year created or received
35.	Audit Reporting Package and Data Collection Forms	4	After date submitted to federal clearinghouse
36.	County School Superintendent Monthly Reports (including revenues, expenditures, and ending cash balances)	4	After fiscal year created or received
37.	Letters of Notification (to county schools' office of revenues that apply to prior fiscal year expected to be received during 60 day encumbrance period)	4	After fiscal year created or received

**General Retention Schedule for
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Payroll Records

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
38.	Direct Deposit Authorizations	3	After fiscal year superseded or obsolete
39.	Payroll Records (including all remuneration made to employees, Transmittal of Wage and Tax Statements (W-3), all Social Security contributions and adjustments, earned income credits, registers, vouchers, unemployment insurance contributions, and other tax records)	4	After fiscal year contributions were due or paid
40.	Personnel/Payroll Action Forms (pay or position change notices, additions to payroll, terminations, promotions, demotions, transfers, layoffs, and other related records)	4	After fiscal year created or received
41.	Salary and Wage Schedules	Permanent	Preserve pursuant to ARS §39-101
42.	State Retirement System Applications	3	After fiscal year of employee termination
43.	Employee Time and Leave Records		
	a. Official copy	4	After fiscal year created or received
	b. All other copies	-	Delete or destroy between 1 and 3 years after fiscal year created or received
44.	Vacation and Sick Leave Summary Records	3	After fiscal year superseded or obsolete
45.	Voluntary Deduction Authorization Records and Withholding Records	4	After fiscal year superseded or obsolete
46.	Employee Benefit Records (including group insurance)	6	After termination or employment

**General Retention Schedule for
All School Districts and Charter Schools
Accounting/Finance**

**Accounting/Finance
Property Control**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
47.	Acquisitions Listings	3	After fiscal year created or received
48.	Construction in Progress Listings	3	After fiscal year created or received
49.	Replacement/Evaluation Records	2	After fiscal year created or received
50.	Auction/Sale Records	3	After fiscal year created or received
51.	Disposals Listings	3	After fiscal year created or received
52.	General Fixed Asset Listings (fiscal year end)	3	After fiscal year created or received
53.	Insurance Records	6	After fiscal year expired, cancelled or revoked
54.	Physical Inventory Records for Supplies/Consumables and all other assets (including tag records, count sheets, control records or logs, property listings, and other related records)	3	After fiscal year created or received
55.	Obsolete/Damaged Items Listings	1	After fiscal year created or received
56.	Asset/Vehicle Title Records	-	After fiscal year of disposal of asset
57.	Deeds	3	After fiscal year of disposal of asset
58.	Lost/Stolen Property Records	3	After fiscal year created or received
59.	Asset Disposition Records (including sales, trade-ins, catastrophic loss, and other related records)	3	After fiscal year created or received

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<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
60.	Reconciliations of General Fixed Asset Acquisitions to Total Capital Expenditures	3	After fiscal year created or received
61.	Reconciliations of Previous Year-end General Fixed Assets Listing to Current Year-end General Fixed Assets Listing	3	After fiscal year created or received
62.	Requests for Authorization to Dispose of Equipment	3	After fiscal year created or received
63.	Warehouse Issue Records	1	After fiscal year created or received
64.	Warehouse Requisitions	1	After fiscal year created or received
65.	Warranty Records	-	After fiscal year expired or property disposal
66.	Capital Asset Records (including invoices, receipts, contracts, leases and other related records for capital expenses, including land, buildings and equipment, exceeding \$5000)	3	After fiscal year of property disposal

Supersedes schedule dated May 2004