

LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE 11/8/2013

ACCOUNTING

Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
AC-1	Policies/Procedures	Manuals involving routine day-to-day procedures, policies, or standards pertaining to internal administration of a College	6 years after superseded or obsolete	General 9[9] b
AC-2	Metrics Reports	Reports prepared for the VP of Administration and Finance about department's goals and plans	6 years	General 23[23] b
AC-3	Accounting Ledgers, Registers, and Journals	Including general ledger, subsidiary ledgers electronic funds transfer (EFT) reconciliations	6 years after last entry	Fiscal 1[199], 2[200], 3[201] and 4[202]
AC-4	Petty Cash (Imprest) Account Records	Cash transaction record showing cash received from collection of various fees and petty cash disbursed	6 years	Fiscal 5[203]

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Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
AC-5	Refund Checks for Student Overpayments	Student information	6 years after last entry	Fiscal 20[86]
		Check stubs	6 years	Fiscal 27[219]
		Check refund application including signed acknowledgement	6 years	Fiscal 32[229]
AC-6	Student Financial Records	Student's individual account records, including fees, charges, expenses, tuition waivers, and any other items not listed elsewhere on this Schedule	6 years after last entry	Fiscal 20[86]

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AC-7	Fiscal Audit Records	Audits filed pursuant to Section 35, General Municipal Law, conducted by the Office of the State Comptroller, the New York City Comptroller, or an outside auditing firm	Permanent	Fiscal 22[214] a
		Other external audits	7 years	Fiscal 22[214] b
		Internal audits conducted by College or University officials	7 years	Fiscal 22[214] c
AC-8	Fiscal Audit Backup Records	Audit background documentation, including summaries, posting records, and related records created by an auditing office as part of the auditing procedure	6 years	Fiscal 23[215]

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AC-9	Banking Records	Banking communications, including but not limited to bank statement, reconciliation, notification of voiding or return of check, cancellation of payment, positive pay records, or other notices for checking or savings account	6 years	Fiscal 25[217]
AC-10	No Good (NG) Checks	Bad checks	6 years	Fiscal 25[217]
AC-11	Canceled Checks	Canceled checks, including voided checks	6 years	Fiscal 26[218]
AC-12	Imaged Checks	Original paper copies of imaged student checks	6 years	Fiscal 27[219]
AC-13	Deposit Slips	For departmental accounts	6 years	Fiscal 31[223]
AC-14	Journal Vouchers	State or federal-state reimbursement claim file, including but not limited to summary and detail of claim, worksheets, and other supporting documents	6 years	Fiscal 33[231]

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Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
AC-15	Financial Statements/Fiscal Reports--Other than Annual	Daily, weekly, monthly, quarterly, or other periodic fiscal reports, including but not limited to daily funds report, daily cash report, statement of monthly balances, recapitulation of disbursements, and departmental reports	6 years	Fiscal 39[238]
AC-16	Financial Statements/Fiscal Reports--Annual/Final	Official copy, when not included in minutes	Permanent	Fiscal 40[239] a
AC-17	Financial Statements/Fiscal Reports--CUNY Central Office	Fiscal reports submitted to or received from the University, including operating report (budget) and annual report (year-end)	6 years	Fiscal 43[87]

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