



### Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Business Office

Division: Lincoln University

Sub-Section:

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<b>TITLE:</b> Audit Reports - Retain Copy of Previous Audit and Destroy all proceeding Audit Reports ( 1 cop must be retained in Archives PR) **Independent Audit	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Audit Reports - Retain Copy of Previous Audit and Destroy all proceeding Audit Reports ( 1 cop must be retained in Archives PR) **Independent Audit	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 10749	<b>SERIES STATUS:</b> Approved
	<b>APPROVAL DATE:</b> 02/27/1992
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<b>TITLE:</b> Budget Formulation Papers	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Budget Formulation Papers	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 10745	<b>SERIES STATUS:</b> Approved
	<b>APPROVAL DATE:</b> 02/27/1992
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<b>TITLE:</b> Cancelled Checks - Includes all checks written by University (Bank Reconciliation)	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Cancelled Checks - Includes all checks written by University (Bank Reconciliation)	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 10735	<b>SERIES STATUS:</b> Approved
	<b>APPROVAL DATE:</b> 02/27/1992
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<b>TITLE:</b> Cash Disbursement Journals - Record of Cash disbursements by check	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Cash Disbursement Journals - Record of Cash disbursements by check	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 10739	<b>SERIES STATUS:</b> Approved
	<b>APPROVAL DATE:</b> 02/27/1992

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Department: Department of Higher Education  
Division: Lincoln University

### Agency Records Disposition Schedule

Section: Business Office  
Sub-Section:

<b>TITLE:</b> Check Control File	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Check Control File	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 10747	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/27/1992
<b>TITLE:</b> Course Schedule Printout - Printout listing the student courses and amount of fees for these courses.	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Course Schedule Printout - Printout listing the student courses and amount of fees for these courses.	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 10730	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/27/1992
<b>TITLE:</b> Daily Cash Receipts and Cash Transmittal Forms	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Daily Cash Receipts and Cash Transmittal Forms	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 10726	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/27/1992
<b>TITLE:</b> Daily Cash Receipts Reports - Internal Form listing total daily cash receipts	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Daily Cash Receipts Reports - Internal Form listing total daily cash receipts	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 10727	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/27/1992



### Agency Records Disposition Schedule

Department: Department of Higher Education

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Sub-Section:

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<b>TITLE:</b> General Ledger File - file listing all transactions for all funds	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> General Ledger File - file listing all transactions for all funds	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 10743	<b>SERIES STATUS:</b> Approved
	<b>APPROVAL DATE:</b> 02/27/1992
<b>TITLE:</b> Journal Voucher Record - Back-up record for posting to general ledger	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Journal Voucher Record - Back-up record for posting to general ledger	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 10737	<b>SERIES STATUS:</b> Approved
	<b>APPROVAL DATE:</b> 02/27/1992
<b>TITLE:</b> Monthly Payroll Files - Time sheets, payroll requisitions, documents used to determine amount of payment of employees	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Monthly Payroll Files - Time sheets, payroll requisitions, documents used to determine amount of payment of employees	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 10732	<b>SERIES STATUS:</b> Approved
	<b>APPROVAL DATE:</b> 02/27/1992
<b>TITLE:</b> Paid Vouchers - Voucher is made on each check written for disbursements	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Paid Vouchers - Voucher is made on each check written for disbursements	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 10734	<b>SERIES STATUS:</b> Approved
	<b>APPROVAL DATE:</b> 02/27/1992

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### Agency Records Disposition Schedule

Department: Department of Higher Education  
Division: Lincoln University

Section: Business Office  
Sub-Section:

<b>TITLE:</b> Payroll Journal - Record of payroll items by check	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Payroll Journal - Record of payroll items by check	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 10733	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/27/1992
<b>TITLE:</b> Purchase Order File - purchase orders for supplies and equipment used in University to include initiating Requisitions	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Purchase Order File - purchase orders for supplies and equipment used in University to include initiating Requisitions	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 10729	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/27/1992
<b>TITLE:</b> Reference and Printed Material	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Reference and Printed Material	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 10748	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/27/1992
<b>TITLE:</b> Restructed Accounting Files - file relating to Administration for restructured fund grants	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Restructed Accounting Files - file relating to Administration for restructured fund grants	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 10746	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/27/1992



**Agency Records Disposition Schedule**

Department: Department of Higher Education

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Sub-Section:

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<b>TITLE:</b> State Appropriated Fund Transaction File - File for listing encumbrances and expenditures for operations and capitol improvements	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> State Appropriated Fund Transaction File - File for listing encumbrances and expenditures for operations and capitol improvements	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 10741	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/27/1992
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<b>TITLE:</b> Student Account ledgers - Ledger sheets listing charges to students, payments by the student and the balance of their account	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Student Account ledgers - Ledger sheets listing charges to students, payments by the student and the balance of their account	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 10731	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/27/1992
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<b>TITLE:</b> Warrants Register - List of checks, name of payee and amount of check	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Warrants Register - List of checks, name of payee and amount of check	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 10728	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/27/1992

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