

**UNIVERSITY OF WISCONSIN SYSTEM  
FISCAL AND ACCOUNTING  
GENERAL RECORDS SCHEDULE**

**February 2007**



## **Introduction**

Records are not only a basic tool of transacting business on behalf of Wisconsin state agencies, they are also the foundation for government accountability. Therefore, records management is both required and regulated by Wisconsin law. This schedule provides guidelines for complying with legal, fiscal, and archival requirements for records retention, as well as guidance regarding cost-effective management of University of Wisconsin fiscal and accounting records and duplicates.

## **I. Purpose**

The purpose of this schedule is to:

- Provide University of Wisconsin System institutions with uniform guidelines for the retention and disposition of common records;
- Ensure that University of Wisconsin System institutions retain records as long as needed in order to complete the transaction of business on behalf of the University of Wisconsin System, and to meet legal, audit, archival, and other state of Wisconsin and federal requirements;
- Provide University of Wisconsin institutions with legal authorization to dispose of expired records on a regularly scheduled basis after minimum retention periods are met; and
- Promote the cost-effective management of records.

## **II. Who May Use General Schedules**

The University of Wisconsin System General Schedule for fiscal and accounting records applies to all fifteen of the University of Wisconsin System institutions.

**III. Records Management Within the University of Wisconsin System.** The University of Wisconsin System bears a unique structure comprising fifteen distinct and autonomous educational institutions, all of which are governed by a single corporate board: The University of Wisconsin Board of Regents.

The Board of Regents' governance authority over these fifteen educational institutions is defined by statute: "The primary responsibility for governance of the system shall be vested in the board which shall enact policies and promulgate rules for governing the system...and promote the widest degree of institutional autonomy within the controlling limits of system-wide policies and priorities established by the board. Wis. Stats. § 36.09(1). Moreover, the Board of Regents may delegate authority to the each Institution within the University of Wisconsin System:

The board shall delegate to each chancellor the necessary authority for the administration and operation of the institution within the policies and guidelines established by the board. The board may also delegate or rescind other authority to chancellors, committees of the board, administrative officers, members of the faculty and students or such other groups as it deems appropriate." Wis. Stats. § 36.09(1)(f).

In accordance with these statutes, the University of Wisconsin Board of Regents is responsible for the proper management of the University's records. However, the Board may, and often does, delegate or rescind the administration and operation of records management to chancellors, committees of the board, administrative officers, members of the faculty, students, and other appropriate groups.

Therefore, it is important for University employees who manage University records to ascertain whether, and to whom, the Board of Regents has delegated the administration and operation of these records. Thereafter, the delegated authority shall properly manage public records on behalf of the Board of Regents of the University of Wisconsin System and in accordance with records schedules, which have been approved by the Public Records Board.

**IV. Records Series, Titles, and Categories:** Each individual record schedule within this general schedule provides a description of a record series, setting forth retention requirements and providing guidance regarding working copies, or duplicates, of the records. Each record series in a functional area is described in narrative detail, including lists of forms, reports and other items included in the series. All records within a series relate to the same topic and have the same retention requirements.

**V. Electronic Records:** General schedules cover records in all media, including records that are created or transmitted via electronic mail. Moreover, database systems produce inputs and outputs that are commonly understood to comprise records, and the data elements in database systems themselves contain records that are subject to minimum retention and disposition requirements

Administrative Rule 12 Electronic Records Management-Standards and Requirements became effective May 1, 2001. This rule applies to all state record keeping systems. (The rule and related information regarding records management for electronic records can be found on-line at the Department of Administration's website.)

Though more and more records are being created in electronic format, University employees should be aware that the scheduling process for these records does not differ from the process for records in paper form or other formats. All public records must be scheduled according to their substantive content, not their format or medium. However, electronic records present their own particular management issues. Records that are born digital must be filed and managed in ways that ensure their accessibility and integrity, including their periodic migration to other media to guard against technical obsolescence, as required by law.

**VI. Retaining Records:** University of Wisconsin institutions are required to follow general schedules, including retention periods and disposition directions for applicable records. However, records may be delayed from destruction if they are useful on an ongoing basis as a business resource. It is also important to understand that under Wisconsin law public records must be delayed from destruction under the following conditions:

- Records are required for a financial or performance audit;
- Records are relevant to an existing, pending, or impending legal proceeding; or
- A relevant public record request has been received and not completed.

Before disposing of a record, the office managing the record must determine if an audit, litigation, or public record request is pending. And notably, after a public records request has been filed, Wisconsin law forbids the destruction of any relevant record until the request is granted, or at least 60 days after the request is denied, and court orders may extend this time period. Wis. Stats. § 19.35(5). If institution staff members have questions regarding the requirements set forth within Wisconsin’s Public Records Law, then the institution’s legal custodian of records or University legal counsel could provide further guidance.

## **VII. Archival Repositories**

For some records series that have been appraised to have archival value, the disposition will indicate “transfer to an archival repository.” An archival repository is responsible for processing the records, making them available to researchers, and providing for their safe-keeping and preservation. An official archival repository is one that has been reviewed and designated as such by the Wisconsin Public Records Board according to Wis Stats. 16.61(13)(b). In general, transferring to an archival repository means transferring records to either the Wisconsin State Historical Society Archival Depository or a University of Wisconsin Archival Depository, which has been designated by the Public Records Board.

**VIII. Confidentiality of Records:** Some records may contain confidential or restricted access records such as social security numbers. If in doubt as to whether or not a specific record is confidential, it is always a good idea to check with University legal counsel.

**IX. Personally Identifiable Information:** Some records in this schedule contain personally identifiable information as defined by Wisconsin law. Wis. Stats. §§ 19.62(5) & 895.507. Public access to personally identifiable information is restricted by law. Therefore, University of Wisconsin institutions should abide by the requirements set forth within relevant federal and state laws and regulations. If further information is required regarding these laws and regulations, then contact University legal counsel before taking action affecting records that contain, or may contain, personally identifiable information.

## **X. DEFINITIONS**

**Official Record:** The original record, from which duplicates are made. Original records are regulated by state law. Copies, or duplicates, of original records are not regulated by law and therefore, may be destroyed when they are no longer needed by University employees. If litigation, audit, or public records requests are pending, however, then duplicates relevant to these proceedings cannot be destroyed until the proceedings are complete. If further information is required regarding destruction of duplicates, then please contact your institution’s records officer or University legal counsel.

**Duplicate or Working Duplicates:** All duplicate, working, and convenience copies of official records are classified as non-records under Wis. Stats. § 16.61. Therefore, in the interest of efficiency, do not keep non-records longer than needed, and destroy them as soon as possible. It is also important to understand that under Wisconsin law, if non-records are not properly destroyed, then they must be provided to a requester in response to relevant: public records requests, audits, and litigation, even if the official record previously expired and was destroyed in accordance with approved records schedules. Finally, do not send non-records to the State Records Center because they will needlessly consume expensive storage space.

**Retention Period:** The retention period is the minimum length of time an office must keep particular records. This is usually expressed in terms of years, months, days and may be contingent upon an event date or specification date that triggers the “clock.” Most often, retention periods are triggered at: creation (CR), event (EVT), or fiscal (FIS).

**Creation (CR):** The retention period starts when a record is created or received.

**Event (EVT):** The retention period is triggered or tied to event dates; thus, retention does not begin until the specified event occurs. For example, if a record series has a retention of EVT+ 1 year and the event is defined as the life of an asset, then all records in this category would be retained one year after the asset is sold, scrapped, or otherwise taken out of service.

**Fiscal (FIS):** This retention period is tied to the current fiscal year, and unlike CR and EVT retention periods, FIS record series are managed in blocks by fiscal year. For example, “FIS+4 years” indicates that records must be retained for the current fiscal year and four complete additional fiscal years.

**Disposition:** The final state in a record’s life cycle, involving: destruction or transfer to the individual University of Wisconsin archival depositories for permanent preservation.

## XI. LEGAL TERMS

**Public Records.** Public records are defined as: “all...materials, regardless of physical form or characteristics, made, or received by any state agency or its officers or employees in connection with the transaction of public business...” Wis. Stats. § 16.61(2)(b).

**Exceptions to Public Records.** Public records do not include: (a) **Wisconsin Legislators:** records and correspondence of any member of the legislature; (b) **State Depository Library:** any state document received by a state document depository library; (c) **Duplicates:** duplicate Duplicates of materials the original copies of which are in the custody of the same state agency and which are maintained only for convenience or reference and for no other substantive purpose; (d) **Library Materials:** materials in the possession of a library or museum made or acquired solely for reference or exhibition purposes; (e) **Unsolicited Notices:** notices or invitations received by a state agency that were not solicited by the agency and that are not related to any official action taken, proposed, or considered by the agency; (f) **Preliminary Materials:** drafts, notes, preliminary computations and like materials prepared for the originator’s personal use or prepared by the originator in the name of a person for whom the originator is working; and (g) **Routing:** routing slips and envelopes. Wis. Stats. § 16.61(2)(b).

**Personally Identifiable Information.** This is information that can be associated with a particular individual through one or more identifiers or other information or circumstances. Wis. Stats. §§ 19.62(5) & 895.507.

## **XII. FOR ADDITIONAL INFORMATION AND ASSISTANCE**

University of Wisconsin employees should also consult with the following resource staff for additional information and assistance with records management concerns.

**Records Management Officer:** Each University of Wisconsin institution has a designated records officer who serves as liaison to the Public Records Board. The records officer is responsible for agency-wide records management planning, program development, and assistance.

**Legal Custodian of Public Records.** Under Wisconsin law, each University of Wisconsin institution is required to designate a legal custodian for public records requests. Wis. Stats § 19.33. The legal custodian shall be vested with full legal power to render decisions and carry out the duties of the University of Wisconsin institution under Wisconsin's public records law, and in cooperation with University of Wisconsin System Legal Counsel. Wis. Stats. § 19.33(4).

**Department of Administration Records Management Section:** The Department of Administration Records Management Section provides free training sessions, as needed, on implementation of general records schedules.

**Public Records Board:** The Board's Executive Secretary can offer technical assistance and training to assist institutions with records management, including records scheduling and interpretation of schedules.

**Wisconsin Historical Society:** The Wisconsin Historical Society (WHS) assists institutions with records management, particularly in identifying the small percentage of records that have historical value.

**University of Wisconsin Institution Archival Depositories:** University of Wisconsin Institutions have delegated authority to operate archives for historical institutional records. Often, the University of Wisconsin archives also function as the focus for records management related activities on the campus.

**University of Wisconsin System Legal Counsel.** Whenever a lawsuit or public records request is filed with a University of Wisconsin institution, affected University employees must contact University of Wisconsin System Legal Counsel in order to ensure that all relevant legal and regulatory requirements are both known and fulfilled.

## **UNIVERSITY OF WISCONSIN SYSTEM FISCAL AND ACCOUNTING GENERAL RECORDS SCHEDULE**

The University of Wisconsin System Fiscal and Accounting General Records Schedule applies to all University of Wisconsin institutions. In addition, it is important for University employees to note that the University of Wisconsin Fiscal and Accounting General Records Schedule is both a modified version of, and replacement for, the General Records Schedule for Fiscal and Accounting Related Records, which was approved in June of 2006 by the State of Wisconsin Public Records Board. Therefore, this general records schedule is the source of general records schedules for the fiscal and accounting records created and received by all University of Wisconsin institutions.

The University of Wisconsin is cognizant of the need to balance the competing goals of maintaining records that adequately support fiscal and accounting transactions, while simultaneously managing the costs associated with maintaining these records. Therefore, the following schedules provide a vehicle for managing fiscal and accounting records efficiently and consistently within all University of Wisconsin institutions. Finally, in order to facilitate efficient records management for University employees, this general records schedule is provided in two formats: narrative and spreadsheet.

### **I. FISCAL ADMINISTRATION RECORDS**

#### **UWFA100 *ADMINISTRATIVE POLICIES AND PROCEDURES***

Records include all written policies, procedures, and related documentation pertaining to fiscal matters. These may be issued by the University of Wisconsin System or by individual institutions.

##### **Retention Time Period**

Original:      Date of supercession + additional 4 years, and thereafter destroy.  
Duplicates:    Destroy when no longer needed. Do not retain duplicates longer than the original record.

#### **UWFA101 *MANUALS***

Records include all fiscal and accounting-related manuals. These may be issued by the University of Wisconsin System or by individual campuses.

##### **Retention Time Period**

Original:      Date of supercession + additional 3 years, and thereafter destroy.  
Duplicates:    Destroy when no longer needed. Do not retain duplicates longer than the original record.

## **UWFA102**

### ***ROUTINE INTERNAL STATUS AND ACTIVITY REPORTS***

Records include internal statistical and narrative reports on routine fiscal and accounting operations, including weekly, monthly, and quarterly reports for operations, management analysis, and planning.

#### **Retention Time Period**

Original: Destroy when no longer needed.  
Duplicates: Destroy when no longer needed. Do not retain duplicates longer than the original record.

## **UWFA103**

### ***YEAR-END REPORTS (GAAP)***

Reports and all supporting documentation. Also included in this series are tax-related reports (1098T listings/logs, W-2s, 1099s, etc) and the Academic Fee Income Report (AFIR).

#### **Retention Time Period**

Original: Fiscal year of creation + additional 6 years, and thereafter destroy.  
Duplicates: Destroy when no longer needed. Do not retain duplicates longer than the original record.

## **UWFA104**

### ***ANNUAL FINANCIAL REPORT***

This series may include, at the discretion of individual campuses, supporting documentation (otherwise covered in FISC105) that will be retained permanently together with the Annual Financial Report.

#### **Retention Time Period**

Original: Retain permanently in office of origin.  
Duplicates: Destroy when no longer needed. Do not retain duplicates longer than the original record.

## **UWFA105**

### ***NON-ROUTINE FINANCIAL REPORTS AND STUDIES***

Records include reports and studies created for fiscal, accounting, and administrative reviews or analyses, including equity and escrow reports, fringe benefit studies, facility usage reports, cost comparison studies, and other special reports and studies. Also included are fiscal management subject and correspondence files used to support general fiscal management.

**Retention Time Period**

- Original: Fiscal year of creation + additional 4 years, and thereafter destroy.
- Duplicates: Destroy when no longer needed. Do not retain duplicates longer than the original record.

**UWFA106**

***AUDIT DOCUMENTATION: REGULARLY- OCCURRING AUDIT CYCLES***

Records include all documentation related to regularly occurring audits, including reports, agency/office responses, and findings. Regular audits include A-133 and CAFR audits.

**Retention Time Period**

- Original: Date of issuance of final audit report + additional 3 years, and thereafter destroy.
- Duplicates: Destroy when no longer needed. Do not retain duplicates longer than the original record.

**UWFA107**

***AUDIT DOCUMENTATION: IRREGULARLY-OCCURRING AUDIT CYCLES***

Records include all documentation relating to infrequent audits, including reports, agency/office responses, and findings.

**Retention Time Period**

- Original: Date of next audit cycle or 10 years, whichever comes first, and thereafter destroy.
- Duplicates: Destroy when no longer needed. Do not retain duplicates longer than the original record.

**UWFA108**

***RECONCILIATION WORK PAPERS***

Records include intermediate fiscal records of receipts and disbursements used to reconcile accounts. These may include spreadsheets, proof sheets, abstracts of receipts, and disbursements or claims.

**Retention Time Period**

- Original: Fiscal year of creation + additional 4 years, and thereafter destroy.
- Duplicates: Destroy when no longer needed. Do not retain duplicates longer than the original record.

## **UWFA109**

### ***AUTHORIZATION FOR ACCESS/ FORMS***

Records include applications, authorizations, cardholder agreements, and related forms used to establish accounts. Authorizations may relate to, but are not limited to, SFS, purchasing cards, corporate (travel) cards, and WISDM.

#### **Retention Time Period**

- Original: Fiscal year in which account was inactivated + additional 4 years, and thereafter destroy.
- Duplicates: Destroy when no longer needed. Do not retain duplicates longer than the original record.

## **UWFA110**

### ***CREDIT CARD RECEIPTS AND/OR DEPOSITS: PAPER AND ELECTRONIC TRANSACTIONS***

Records include credit card receipts and other documentation associated with credit card transactions. For electronic transactions, these records include encrypted data containing credit card numbers and related information.

#### **Retention Time Period**

- Original: Date of transaction + 12 months, unless a longer retention time period is required by contract or law. After the retention time period, records must be destroyed confidentially.
- Duplicates: Destroy when no longer necessary. Do not retain duplicates longer than the original record.

## **II. INTERNAL CONTROL RECORDS**

## **UWFA200**

### ***INTERNAL CONTROL POLICIES AND PROCEDURES***

Records include policies and procedures governing internal control, and related documentation that explains internal control policies and procedures, including but not limited to: memos, bulletins, and manuals.

#### **Retention Time Period**

- Original: 3 years from the date on which the policy directive is withdrawn, revised, or superseded, and thereafter destroy.
- Duplicates: Destroy when no longer needed. Do not retain duplicates longer than the original record.

### **UWFA201**

#### ***INTERNAL MANAGEMENT REVIEW AND ROUTINE OVERSIGHT CONTROL FILES, REPORTS AND ACTION FILES***

Records include all documentation relating to routine internal management review and oversight of operations.

#### **Retention Time Period**

Original: Date of completed audit report + additional 3 years, and thereafter destroy.  
Duplicates: Destroy when no longer needed. Do not retain duplicates longer than the original record.

### **UWFA202**

#### ***INTERNAL AUDIT CONTROL FILES, REPORTS, ACTION FILES AND FINDINGS***

Records include all documentation relating to internal audits of controls and findings.

#### **Retention Time Period**

Original: Date of next audit or 10 years, whichever comes first, and thereafter destroy.  
Duplicates: Destroy when no longer needed. Do not retain duplicates longer than the original record.

### **UWFA203**

#### ***INTERNAL CONTROL REFERENCE FILES***

Records include all reference files used to support internal control programs.

#### **Retention Time Period**

Original: Date of supersession of file, and thereafter destroy.  
Duplicates: Destroy when no longer needed. Do not retain duplicates longer than the original record.

### **III. PAYMENTS AND RECEIPTS FROM ALL SOURCES EXCEPT CAPITAL IMPROVEMENT AND STATE BUILDING COMMISSION PROJECTS**

### **UWFA300**

#### ***EXPENDITURES: ACCOUNTS PAYABLE RECORDS***

Records include all supporting records relating to the purchases of goods or services. These records may include, but are not limited to, vouchers (both regular and student vendors), invoices, travel expense reports and attached receipts, Payment-to-Individual (PIR) reports,

Academic Support Service Agreements (ASSA), entertainment contracts, Inter-Institutional Agreements, financial aid disbursements, and purchase orders.

**Retention Time Period**

Original: Fiscal year of creation + additional 6 years, and thereafter destroy.  
Duplicates: Destroy when no longer needed. Do not retain duplicates longer than the original record.

**UWFA301**

***RECEIPTS: ACCOUNTS RECEIVABLE RECORDS***

Records include all supporting documentation related to the receipt of funds, which may include but are not limited to: deposit forms, remittance forms and any documentation that supports student charges/bills, including, but not limited to: uploads of charges (batch), housing/food plan contracts, manual charges, special fees, etc.

Also included in this series are records relating to deposits, as well as invoices to third parties, and financial aid return forms and documentation.

Although this General Schedule applies generally to non-student related records, be advised that it does include correspondence and documentation relating to student payments, such as remittances, receipts, and third party settlements. This record series is also described in the General Student Records Schedule.

**Retention Time Period**

Original: Fiscal year of creation + additional 6 years, and thereafter destroy.  
Duplicates: Destroy when no longer needed. Do not retain duplicates longer than the original record.

**IV. STATE BANKING AND CASH MANAGEMENT-RELATED RECORDS**

**UWFA400**

***PAID/CANCELLED CHECKS***

Records include both paper checks and those imaged onto CD-ROM. CD-ROMs are provided by the state's working bank.

**Retention Time Period**

Original: Fiscal year of creation + additional 6 years, and thereafter destroy.  
Duplicates: Destroy when no longer needed. Do not retain duplicates longer than the original record.

**UWFA401**  
***VOIDED CHECKS***

Voided checks resulting from printing errors.

**Retention Time Period**

- Original: Fiscal year of creation + additional 6 years, and thereafter destroy.
- Duplicates: Destroy when no longer necessary. Do not retain duplicates longer than the original record.

**UWFA402**  
***STOP PAYMENT/VOIDED/CANCELLED CHECK RECORDS***

Records include requests for stop payments and related correspondence and reports. These requests include ZBA, Agency, and Contingent Fund accounts.

Also included is all documentation relating to unpaid items, such as requests for re-issuance of checks, as well as all reports, logs, follow-up letters and supplemental documentation for stale check follow-up, voids, and reissues.

**Retention Time Period**

- Original: Fiscal year of creation + additional 6 years, and thereafter destroy.
- Duplicates: Destroy when no longer needed. Do not retain duplicates longer than the original record.

**UWFA403**  
***BANK STATEMENTS: ALL ACCOUNTS***

Records include all statements and supporting documentation for reconciliation. Also included are bank analysis reports and all documentation relating to signature authority for checks.

**Retention Time Period**

- Original: Fiscal year of creation + additional 6 years, and thereafter destroy.
- Duplicates: Destroy when no longer needed. Do not retain duplicates longer than the original record.

**UWFA404**  
***SIGNATURE CARDS: AUTHORIZATION***

Records include all documentation relating to requests for signature authority for checks.

**Retention Time Period**

- Original: Date of inactivation of signature authority + additional 6 years, and thereafter destroy.
- Duplicates: Destroy when no longer needed. Do not retain duplicates longer than the original record.

**UWFA405**  
***GENERAL OBLIGATION BOND RECORDS***

Records include all supporting documentation for principal and interest payments, including correspondence and reports.

**Retention Time Period**

- Original: Date the bond matures or is called + additional 50 years, and thereafter destroy.
- Duplicates: Destroy when no longer needed. Do not retain duplicates longer than the original record.

**V. COLLECTION-RELATED RECORDS**

**UWFA500**  
***COLLECTION CASE FILES***

Records include documentation of collection efforts: correspondence, reports, “dunning” letters, payment agreements, relevant reports to/from the agency and the amount of debt defaulted or written off as uncollectible. Also included is all correspondence to/from outside collection agencies.

Although this General Schedule applies to non-student related records, be advised that this series includes all correspondence and documentation relating to delinquent student accounts. These records can include, but are not limited to, payment plans, deferments, student letters, e-mail correspondence, pre-collect processes, book vouchers, and temporary loans.

Note that student collection records and data are integrated with the ISIS/PeopleSoft client server, and that a number of these records may exist in electronic format.

This record series is also described in the General Student Records Schedule.

**Retention Time Period**

- Original: Date account is due + additional 7 years, and thereafter destroy.
- Duplicates: Destroy when no longer needed. Do not retain duplicates longer than the original record.

## **VI. GENERAL LEDGER TRANSACTIONS**

### **UWFA600**

#### ***JOURNAL ENTRIES***

Records include all supporting documentation for journal uploads or entries into the Shared Financial System General Ledger. These may include, but are not limited to, internal transfers (chargebacks), payment transfers, revenue transfers, budget transfers, and budget entries for projects.

Also included is documentation supporting the allocation of purchasing card expenditures, as well as supporting documentation for project budgets.

#### **Retention Time Period**

Original: Fiscal year of creation + additional 6 years, and thereafter destroy.  
Duplicates: Destroy when no longer needed. Do not retain duplicates longer than the original record.

## **VII. CAPITAL IMPROVEMENT AND PROJECTS ACCOUNTING**

### **UWFA700**

#### ***CAPITAL ACCOUNTING PROJECTS: FEDERAL CONSTRUCTION FUNDS***

Records include documentation of acquisitions, capital assets, depreciation schedules, fixed assets, material transfer files, mortgage ledgers, facility/plant ledgers, property detail reports, property inventory reports, and reports on property sold.

#### **Retention Time Period**

Original: Date of issuance + additional 30 years, and thereafter destroy.  
Duplicates: Destroy when no longer needed. Do not retain duplicates longer than the original record.

### **UWFA701**

#### ***CAPITAL ACCOUNTING PROJECTS: NON-FEDERAL CONSTRUCTION FUNDS***

Records include all documentation supporting construction fund projects, including acquisitions, capital assets, depreciation schedules, fixed assets, material transfer files, mortgage ledgers, facility/plant ledgers, property detail reports, property inventory reports, and reports on property sold.

#### **Retention Time Period**

Original: Fiscal year of creation + additional 4 years, and thereafter destroy.  
Duplicates: Destroy when no longer needed. Do not retain duplicates longer than the original record.

**UWFA702**  
***CAPITAL ACCOUNTING PROJECT BUDGETS***

Records include budget-related records (allotments) for construction fund projects.

**Retention Time Period**

Original: Fiscal year of creation + additional 4 years, and thereafter destroy.  
Duplicates: Destroy when no longer needed. Do not retain duplicates longer than the original record.

**VIII. CAPITAL ASSET INVENTORY AND SURPLUS PROPERTY RECORDS**

**UWFA800**  
***CAPITAL AND NON-CAPITAL EQUIPMENT INVENTORIES***

Records include running inventories of capital equipment such as motor vehicles, audio-visual equipment, computers, printing and mailing equipment, production copiers, tools lab equipment, furniture, etc., that describe each piece of property, denote its location, and provide totals of each type of institution- or equipment owned by University of Wisconsin System institutions.

Also included are the same types of inventories for non-capital equipment such as office supplies, computers, commodities, parts, and materials.

**Retention Time Period**

Original: Fiscal year of creation + additional 4 years, and thereafter destroy.  
Duplicates: Destroy when no longer needed. Do not retain duplicates longer than the original record.

**UWFA801**  
***SURPLUS PROPERTY DISPOSITION RECORDS***

Records include documentation that identifies surplus property and tracks its disposition. Included are requests for disposal of property, receipts, Duplicates of reporting forms and supporting documentation that describes the property and the proposed method of disposition. Records may also include acquisition information and depreciation schedules.

**Retention Time Period**

Original: Date of disposition + additional 3 years, and thereafter destroy.  
Duplicates: Destroy when no longer needed. Do not retain duplicates longer than the original record.

## **IX. GIFT/GRANT-RELATED ACCOUNTING RECORDS**

### **UWFA900**

#### ***GRANT FOLDERS: FEDERAL***

Records include transmittals, awards, budgets, and all other documentation related to the procurement of federal grants. Also included are all reports, forms, and documentation related to PAR reports, as well as reports and supplemental information for verification of grants and contracts.

#### **Retention Time Period**

- Original: Date of submission of financial report or close of grant + additional 3 years, and thereafter destroy.
- Duplicates: Destroy when no longer needed. Do not retain duplicates longer than the original record.

### **UWFA901**

#### ***GIFT AND GRANT FOLDERS: NON-FEDERAL***

Records include transmittals, awards, budgets, and all other documentation related to the procurement of non-federal grants, as well as reports and supplemental information for verification of grants and contracts, both individually and in batch form.

This schedule applies to grants for which the granting agency requires a 3-year retention.

#### **Retention Time Period**

- Original: Date of close of grant + additional 3 years, and thereafter destroy.
- Duplicates: Destroy when no longer needed. Do not retain duplicates longer than the original record.

### **UWFA901A**

#### ***GIFT AND GRANT FOLDERS: NON-FEDERAL AND SUBJECT TO EXTERNAL AGENCY RESTRICTIONS***

Records include transmittals, awards, budgets, and all other documentation related to the procurement of non-federal grants, as well as reports and supplemental information for verification of grants and contracts, both individually and in batch form.

This schedule applies to grants for which the granting agency requires a 6-year retention. It may also be used at the discretion of individual University of Wisconsin institutions that wish to retain 3-year grants (see FISC 901) for a longer period of time.

#### **Retention Time Period**

- Original: Date of close of grant + additional 6 years, and thereafter destroy.
- Duplicates: Destroy when no longer needed. Do not retain duplicates longer than the original record.

**UWFA902**  
***ALLOCATIONS***

Records include all documentation used to verify the fringe, indirect cost, and Facilities and Administration (F&A) allocation processes for grants.

**Retention Time Period**

- Original: Fiscal year of grant's awarding + additional 6 years, and thereafter destroy.
- Duplicates: Destroy when no longer needed. Do not retain duplicates longer than the original record.

**UWFA903**  
***LETTER OF CREDIT: DRAWDOWN INFORMATION***

Records include all documentation used to determine draw amounts against federal grants' Letters of Credit.

**Retention Time Period**

- Original: Date of submission of LOC draw request + additional 3 years, and thereafter destroy.
- Duplicates: Destroy when no longer needed. Do not retain duplicates longer than the original record.

**UWFA904**  
***FACILITIES AND ADMINISTRATION (F&A) COST RATE PROPOSALS***

Records include rate proposals, cost allocation plans, and computations.

**Retention Time Period**

- Original: Date of submission of proposal + additional 3 years, and then destroy.
- Duplicates: Destroy when no longer needed. Do not retain duplicates longer than the original record.