

FISCAL RECORDS RETENTION SCHEDULE

UPDATED MARCH 2020



MICHIGAN STATE UNIVERSITY

MICHIGAN STATE UNIVERSITY FISCAL RECORDS RETENTION SCHEDULE:

University Archives and Historical Collections has developed this retention schedule to document the financial records created by the university and define the appropriate retention period according to the legal, fiscal, administrative, and historical needs of the university.

The Fiscal Records Retention Schedule applies to all financial documentation at Michigan State University, regardless of format or media. For additional information regarding electronic records management, please go to the University Archives website at <https://lib.msu.edu/branches/ua>.

Not all offices may create all the record series listed on the retention schedule. If you are not currently creating records in a record series, you do **NOT** need to start creating new records.

If you believe that you have a record that does not fall under a specific record series, please contact University Archives at 5-2330. University Archives will either help you identify which record series applies to your record or will create a new record series. Do not automatically assume that the record can be destroyed; all records reflecting the official activities of university officers and offices are the property of Michigan State University and thus cannot be destroyed without the approval of the director of the Archives.

Please note that all records pertaining to ongoing or pending audits, lawsuits or even reasonably anticipated lawsuits, and public disclosure proceedings may not be destroyed, damaged, or altered until the issue is resolved, and an office or unit has been specifically advised that such records may be destroyed. Any of these conditions supersedes the retention period listed in the records retention schedule, and records destruction will be suspended.

NON-RECORDS:

According to State of Michigan guidelines, some records used at Michigan State University can be considered non-records. These non-records are not covered by the retention schedule and may be destroyed once they are no longer administratively necessary.

Non-records may include:

- Duplicate copies of documents retained for distribution or convenience
- Miscellaneous notices of memoranda such as "All-Staff" emails, messages on upcoming events, or memos on minor administrative details
- Blank forms
- Unsolicited advertising and product catalogs
- Preliminary drafts of letters, memoranda or reports that do not form significant stages in the preparation of a final document
- Personal messages or correspondence
- Non-university publications, such as manuals, directories, catalogs, newsletters, pamphlets, and periodicals

Please contact University Archives at 517-355-2330 or at archives@msu.edu with any questions regarding non-records.

DESCRIPTION OF TERMS:

Title: This is the official title of the individual record series.

Description: This is the official description of the individual record series, usually consisting of a general statement of record function, followed by a description of some of the documents that can be found in that record series.

Retention: This is the minimum amount of time that the record series must be kept, also known as a retention period. It typically consists of a retention code plus a date range in years.

For example) Schedule Retention: FY+3 (End of Fiscal Year + 3 years)

The retention code index for this schedule can be found below.

Retention Code Index:

Retention Code	Retention Period Description
ACT	Active
CR	Creation Date
END	End Date
EV	After Event
EXP	Expiration
FY	End of Fiscal Year
IND	Indefinite
PRM	Permanent

Event Date: This documents the event after which the retention period will be applied. Some retention periods can be applied only after a specific event or date has occurred. For example, retention of a contract or agreement is measured from the date that the contract expires. Thus, the expiration date is the event date from which the retention period is measured.

Disposition: This is a statement that describes how long the document must be kept and how it must be destroyed. Many university records contain confidential information, such as social security numbers; thus, University Archives recommends confidential destruction, i.e. shredding, whenever possible to protect personal information.

Office of Record: This field identifies the office that is responsible for maintaining the official record series. The designated office keeps the record for the entire retention period and then arranges for its destruction once the retention period has passed. Other offices which maintain copies of a record series but are not the office of record may destroy those non-records when they are no longer administratively necessary unless otherwise noted in the schedule.

Data Sourced From: This field identifies the data sources for the record series, including electronic systems where related data may be stored. If there is no relevant data source for the record series, the field will be considered "not applicable".

Notes: This documents additional notes about the retention series, legal citations affecting retention, or university best practices regarding the records.

Series Identifier: This is an Archives generated code used to help identify and track records series. While primarily used internally, offices may refer to the series identifier to distinguish records series if desired.

SPECIAL NOTE ABOUT SPONSORED PROGRAM RECORDS:

All records related to the financial administration of contracts, grants, and cooperative agreements from a sponsored program must be retained in accordance with the appropriate “Sponsored Program Records” records series. The “Sponsored Program Records” record series **SUPERSEDES** all other fiscal record series. **It is the responsibility of all offices and departments to correctly identify and retain all appropriate sponsored program records until Contract and Grant Administration has determined that any potential audit of the sponsored program account is concluded, and the materials are eligible for destruction.**

As outlined in the following pages, the Kuali Financial System (KFS) will retain all transaction activity, including sponsored program transactions, for FY+10 years. To the extent certain sponsored program records are required to be retained longer than this, departments will need to retain supporting documentation within their own unit.

For more information about retaining sponsored program records, please contact Contract and Grant Administration at 517-355-5040 and review the [CGA Account Explorer](#).

SPECIAL NOTE ABOUT DATA AND RECORDS STORED IN KFS:

Offices and departments may scan supporting documents for fiscal transactions into KFS. Once these documents are scanned and the transaction is approved, the paper copies of the documents should be destroyed by the office/department. The electronic copy of the document in KFS becomes the official record used for audit and review.

When scanning records into KFS, please redact any confidential information in compliance with appropriate University standards. For more information, please see the [MSU Institutional Data Policy](#) and the [Manual of Business Procedures](#).

For more information on managing supporting documentation in KFS, please see both the “KFS Supporting Documentation, E-Docs” and “KFS Supporting Documentation, Paper” record series on page 15-16.

SPECIAL NOTE ABOUT BOND FUNDED PROJECTS:

Bond funded projects are required to maintain supporting documentation for 3 years after the debit is retired. Infrastructure Planning and Facilities (IPF) maintains supporting records through its Unifier system indefinitely, which includes payment information and documents.

SPECIAL NOTE ABOUT SIGNATURE AUTHORITY:

University Services has given two offices (Food Stores and FRIB) signature authority for purchase orders. Those offices are responsible for maintaining their records in accordance with this retention schedule. For additional information, please contact University Services at (517) 355-1700.

ADDITIONAL GUIDANCE:

For any questions, concerns, or additional guidance regarding this retention schedule, please contact University Archives at 517-355-2330 or at archives@msu.edu .

Schedule Draft Revised: 2/6/2017
Schedule Draft Revised: 3/14/2017
Schedule Draft Revised: 5/3/2017
Schedule Draft Revised: 8/3/2017
Schedule Draft Revised: 10/9/2017
Schedule Draft Revised: 11/9/2017
Schedule Draft Revised: 2/10/2020
Schedule Draft Revised: 2/18/2020
Schedule Approved: 3/13/2020

Michigan State University

Fiscal Records

Title	Account Review Documentation
Description	This record series documents the review of department financial records to the University's general ledger. This record series may include, but is not limited to: monthly operating statements, daily general ledger reports, financial reconciliation worksheets, corrections of errors, working papers, and related correspondence, including email.
Retention	FY+3
Event Date	End of Fiscal Year
Disposition	Retain for 3 years after the end of the current fiscal year, then proceed with confidential destruction.
Office of Record	Office/Department/Unit
Data Sourced From	KFS; MSU EDW; Cognos BI; Other Department or University Applications
Notes	Retention based on University best practices. The Controller's Office maintains the general ledgers and the Kuali Financial System (KFS). If audited, departments must be able to produce documentation of account review in accordance with Manual of Business Procedures.
Series Identifier	FR001

Title	Accounts Documentation
Description	This record series documents the creation and management of university accounts. This series may include, but is not limited to: chart of accounts documentation within KFS, account requests, sub-account requests, and related correspondence.
Retention	ACT+10
Event Date	End of Fiscal Year
Disposition	Retain for 10 years after the end of the fiscal year in which the account is not longer active, then proceed with confidential destruction.
Office of Record	Controller's Office
Data Sourced From	KFS
Notes	Retention based on University best practices. Records are stored in KFS.

Series Identifier FR002

Title Accounts Payable Documentation

Description This record series documents the payment of financial obligations by the University. This series may include, but is not limited to: disbursement vouchers, credit card/ACH payments, invoices, vendor statements, refunds, honoraria payments/gifts, food/lodging expenditures, and related correspondence.

Retention FY+10

Event Date End of Fiscal Year

Disposition Retain for 10 years after the end of the current fiscal year, then proceed with confidential destruction.

Office of Record Controller's Office; University Services

Data Sourced From KFS

Notes Retention based on University best practices. Offices/Departments/Units may scan supporting documentation for transactions into KFS. Please see the "KFS Supporting Documentation" record series for more information.

Series Identifier FR003

Title	Accounts Receivable Documentation
Description	This record series documents the billing and receipt of revenue by the university. This series may include, but is not limited to: vouchers, statements, billing invoices, credit card/ACH payments, overdue account information, collection advice forms, notices of returned item, outstanding returned item reports, supporting documentation, and related correspondence.
Retention	FY+10
Event Date	End of Fiscal Year
Disposition	Retain for 10 years after the end of the current fiscal year, then proceed with confidential destruction.
Office of Record	Controller's Office; Department/Office/Unit
Data Sourced From	KFS; Departmental System
Notes	Retention based on State of Michigan Retention Schedules 31.108. Offices/Departments/Units may scan supporting documentation for transactions into KFS. Please see the "KFS Supporting Documentation" record series for more information.
Series Identifier	FR004

Title	Banking Documentation
Description	This record series documents banking transactions for units and offices. This series may include, but is not limited to: advance deposits, disbursements, periodic statements of balance, wire transfer/ACHs, banking reconciliation documentation, and related correspondence.
Retention	FY+10
Event Date	End of Fiscal Year
Disposition	Retain for 10 years after the end of the current fiscal year, then proceed with confidential destruction.
Office of Record	Controller's Office
Data Sourced From	KFS
Notes	Retention based on University best practices. Offices/Departments/Units may scan supporting documentation for transactions into KFS. Please see the "KFS Supporting Documentation" record series for more information.
Series Identifier	FR005

Title	Bankruptcy Documentation
Description	This record series documents bankruptcy proceedings taken by the university or affecting university vendors. This record series may include, but is not limited to: bankruptcy notices, claim forms, and supporting documentation.
Retention	FY+3
Event Date	End of the Fiscal Year
Disposition	Retain for 3 years after the end of the fiscal year, then proceed with confidential destruction.
Office of Record	Controller's Office; Cashier's Office
Data Sourced From	Not Applicable
Notes	Retention based on federal regulation 34 CFR 674.47. Departments/Offices/Units may receive bankruptcy notifications. These notifications must be forwarded to the Controller's Office immediately.

Series Identifier FR006

Title	Bidding Process Documentation, Awarded
Description	This record series documents the bidding process for bids that were accepted and awarded, including all responses, typically resulting in an executable contract. This series may include but is not limited to: requests for quotation, requests for information, requests for proposal, bid review forms, sealed bids, and related correspondence.
Retention	FY+10
Event Date	End of Fiscal Year
Disposition	Retain for 10 years after the end of the fiscal year, then proceed with confidential destruction.
Office of Record	University Services
Data Sourced From	Not Applicable
Notes	Retention based on University best practices. This series excludes bids for capital projects. Accepted bids may be stored with the Purchase Order and Requisition Documentation record series.

Series Identifier FR007

Title	Bidding Process Documentation, Not Awarded
Description	This record series documents the bidding process for bids that were not awarded and the university chose not to proceed. This series may include but is not limited to: requests for quotation, requests for information, requests for proposal, bid review forms, sealed bids, and related correspondence.
Retention	FY+2
Event Date	End of Fiscal Year
Disposition	Retain for 2 years after the end of the current fiscal year, then proceed with confidential destruction.
Office of Record	University Services
Data Sourced From	Not Applicable
Notes	Retention based on State of Michigan Retention Schedule 31.103B and University best practices. This series excludes bids for capital projects.
Series Identifier	FR008

Title	Billing Rate Documentation
Description	This record series documents the process of determining rates for billing charges with other departments. This series may include, but is not limited to: billing rate memos, financial memo approvals, working papers, financial statements, and related correspondence.
Retention	FY+10
Event Date	End of Fiscal Year
Disposition	Retain for 10 years after the end of the current fiscal year, then proceed with confidential destruction.
Office of Record	Department/Office/Unit
Data Sourced From	Not Applicable
Notes	Based on University best practices and the Service Center Billing Rate Policy.
Series Identifier	FR009

Title	Budget Planning File
Description	This record series documents the process of budget planning by departments and offices only. This series may include, but is not limited to: supporting documentation, account information, previous budget reports, and related correspondence.
Retention	FY+5
Event Date	End of Fiscal Year
Disposition	Retain for 5 years after the end of the current fiscal year, then proceed with confidential destruction.
Office of Record	Office/Department/Unit
Data Sourced From	KFS; Cognos BI; Departmental Systems
Notes	Retention based on State of Michigan Retention Schedule 31.105. Official University budgets are created and retained by the Office of Planning and Budgets.

Series Identifier FR010

Title	Capital Asset Records, Movable
Description	This record series documents the administration and value of possessions and items held by university departments and offices. This series may include, but is not limited to: asset transfer/fabrication/retirement e-docs, loan e-docs, certification reports/forms, and related correspondence.
Retention	EV+10
Event Date	Asset is Retired or Contract/Grant/Project Expires
Disposition	Retain for 10 years after the end of the fiscal year in which the asset is retired or the contract/grant/project expires, whichever is later, then proceed with confidential destruction.
Office of Record	University Services
Data Sourced From	KFS
Notes	Based on University best practices. Departments are responsible for maintaining warranty and service agreement information for assets.

Series Identifier FR011

Title	Cash Advance Documentation
Description	This record series documents money given to employees to assist with spending before events or travel. This record series may include, but is not limited to: signed paid receipts or invoices, disbursement vouchers, request for cash advance forms, reimbursement worksheets, distribution of income and expense forms, receipts, and supporting documentation.
Retention	FY+10
Event Date	End of Fiscal Year
Disposition	Retain for 10 years after the end of the current fiscal year, then proceed with confidential destruction.
Office of Record	Controller's Office
Data Sourced From	Concur; KFS; Advanced Management System (AMS)
Notes	Retention based on University best practices. Offices/Departments/Units may scan supporting documentation for transactions into Concur or KFS. Please see the "KFS Supporting Documentation" record series for more information.

Series Identifier FR012

Title	Cash Register Point of Sale Documentation
Description	This record series documents the receipt and process of cash register sales. This series may include, but is not limited to: cash register receipts and related correspondence.

Retention	FY+7
Event Date	End of Fiscal Year
Disposition	Retain for 7 years after the end of the current fiscal year, then proceed with confidential destruction.

Office of Record	Office/Department/Unit
-------------------------	------------------------

Data Sourced From	Not Applicable
--------------------------	----------------

Notes	Retention based on State of Michigan Retention Schedule 31.109.
--------------	---

Series Identifier FR013

Title	Cash/Check Documentation
Description	This record series documents institutional cash and check transactions that are received by the university. This series may include, but is not limited to: cash journals, petty cash logs, checks, forms, cover sheets, check transcripts, and cash receipts.
Retention	FY+10
Event Date	End of Fiscal Year
Disposition	Retain for 10 years after the end of the current fiscal year, then proceed with confidential destruction.
Office of Record	Controller's Office; Department/Office/Unit
Data Sourced From	KFS
Notes	Retention based on University best practices. Offices/Departments/Units may scan supporting documentation for transactions into KFS. Please see the "KFS Supporting Documentation" record series for more information.

Series Identifier FR014

Title	Check Disbursement Documentation
Description	This record series documents the creation and handling of payments made by checks at the university. This record series may include, but is not limited to: lost check forms, canceled check forms, bad check lists, distribution of income and expense e-docs, and related correspondence.

Retention	FY+10
Event Date	End of Fiscal Year
Disposition	Retain for 10 years after the end of the current fiscal year, then proceed with confidential destruction.
Office of Record	Controller's Office
Data Sourced From	KFS
Notes	Retention based on University best practices. The accounting office may retain some records in paper format. Final reports on escheat and unclaimed property must be retained for 10 years (per GS6.18). Offices/Departments/Units may scan supporting documentation for transactions into KFS. Please see the "KFS Supporting Documentation" record series for more information.

Series Identifier FR015

Title	Contracts, Leases, and Agreements
Description	This record series documents the creation and maintenance of financial contracts and agreements with the University. This series may include, but is not limited to: contracts, service level agreements, purchasing contracts, memorandum of agreement/understanding, and related correspondence.
Retention	EXP+10
Event Date	Expiration of Contract/Lease/Agreement
Disposition	Retain for 10 years after end of contract, lease, or agreement, then proceed with confidential destruction.
Office of Record	University Services; Office of Land Management; Office of Sponsored Programs; Contract and Grant Administration
Data Sourced From	KFS; KC; Departmental Systems
Notes	Retention based on University best practices.

Series Identifier FR016

Title	Endowment Documentation
Description	This record series documents the creation and management of the university endowment funds. This record series may include, but is not limited to: annual endowment fund reports, working papers, market research, and related correspondence.

Retention	PRM
Event Date	Creation of Documentation
Disposition	Retain permanently. Materials may be transferred to the University Archives for storage.
Office of Record	University Advancement; Office/Department/Unit
Data Sourced From	Endowment Scholarship System; ScholarlyWorks
Notes	Based on University best practices.

Series Identifier FR017

Title	Financial Aid Documentation
Description	This record series documents the application, award, and distribution of financial aid to students at the university. This record series may include, but is not limited to: financial aid applications, awards, disbursements records, federal tax returns, letters, copies of scholarship checks or awards, Social Security cards, citizenship papers, and special condition applications.
Retention	EV+10
Event Date	First Date of Enrollment
Disposition	Retain for 10 years after student's first date of enrollment, then proceed with confidential destruction.
Office of Record	Student Financial Aid Office
Data Sourced From	SIS; ImageNow
Notes	Retention based on the NCAA Division I Manual, the Financial Student Aid Handbook, and University best practices. Records are maintained electronically in the SIS database and ImageNow. The Controller's Office maintains promissory notes and repayment records related to Perkins loans. See the "Financial Aid Documentation, Perkins Loan Records" record series for more information.
Series Identifier	FR018

Title	Financial Aid Documentation, Perkins Loan Records
Description	This record series documents the repayment of Perkins loans by students at the university. This record series may include, but is not limited to: original promissory notes, repayment schedules, and related correspondence.
Retention	EV+3
Event Date	Date Loan is Retired
Disposition	Retain for 3 years after the date the loan is retired, then proceed with confidential destruction.
Office of Record	Controller's Office
Data Sourced From	Not Applicable
Notes	Retention based on federal regulation 34 CFR 674.19 and University best practices. The Student Financial Aid Office maintains other student financial aid records and documentation. Please see the "Financial Aid Documentation" record series and contact the Student Financial Aid Office for more information.
Series Identifier	FR019

Title	Financial Audits, Final Reports
Description	This record series documents the final reports of financial audits that are conducted by non-MSU entities. This series may include, but is not limited to: final published reports and related correspondence.
Retention	PRM
Event Date	Final Report is Issued
Disposition	Retain permanently in office. Transfer one copy to Archives for permanent retention.
Office of Record	Controller's Office or Contract and Grant Administration (for external audits of Contract and Grant Administration assigned accounts)
Data Sourced From	Not Applicable
Notes	Retention based on University best practices. Final published reports may be made available online.

Series Identifier FR020

Title	Financial Audits, Working Papers
Description	This record series documents financial audits that are conducted by non-MSU entities. This series may include, but is not limited to: supporting documentation, working papers, and related correspondence.
Retention	EV+7
Event Date	Final Report is Issued
Disposition	Retain for 7 years after the final report is issued, then proceed with confidential destruction.
Office of Record	Controller's Office or Contract and Grant Administration (for external audits of Contract and Grant Administration assigned accounts)
Data Sourced From	Not Applicable
Notes	Retention based on University best practices. Final published reports will be retained permanently.

Series Identifier FR021

Title	Financial Processing Documentation
Description	This record series documents journal entries which perform transactions within a MSU account or between MSU accounts only. This record series may include, but is not limited to: advance deposits, auxiliary vouchers, budget reallocations, cash receipts, credit card receipts, disbursement vouchers, distribution of income and expense e-docs, general error corrections, indirect cost adjustments, internal billings, pre-encumbrances, transfers of funds, intra account adjustments, and supporting documentation.
Retention	FY+10
Event Date	End of Fiscal Year
Disposition	Retain for 10 years after end of the current fiscal year, then proceed with confidential destruction.
Office of Record	Controller's Office
Data Sourced From	KFS
Notes	Retention based on University best practices. Offices/Departments/Units may scan supporting documentation for transactions into KFS. Please see the "KFS Supporting Documentation" record series for more information.
Series Identifier	FR022

Title	Gifts/Donations, Donor Lists and Correspondence
Description	This record series documents the correspondence and documentation of the University's donors for future use. This record series may include but is not limited to: presidential acknowledgments, report data, and donor correspondence recorded in contact reports.
Retention	PRM
Event Date	Creation
Disposition	Retain permanently in office for at least the life of the donation.
Office of Record	University Advancement; Office/Department/Unit
Data Sourced From	ScholarlyWorks; Advance
Notes	Retention based on University best practices. Offices/Departments may also retain donor information and correspondence.
Series Identifier	FR023

Title	Gifts/Donations, Transaction Paperwork
Description	This record series documents gifts and pledges to the University. This record series may include but is not limited to: consignment/non-cash gift forms, assets, pledge cards, and tax receipt data.
Retention	FY+10
Event Date	End of Fiscal Year or End of Fiscal Year in Which Asset is Retired
Disposition	Keep for 10 years after the end of the current fiscal year, or the end of the fiscal year in which the asset is retired, whichever is later, then proceed with confidential destruction.
Office of Record	University Advancement; Office/Department/Unit
Data Sourced From	KFS; Advance; ScholarlyWorks
Notes	Retention based on University best practices. Offices/Departments/Units may scan supporting documentation for transactions into KFS. Please see the "KFS Supporting Documentation" record series below for more information.

Series Identifier FR024

Title	Insurance Claims
Description	This record series documents claims against university insurance policies. This record series may include, but is not limited to: filed claim documents, summons, complaints, notices of intent, and related correspondence.

Retention	EV+6
Event Date	Claim is Closed
Disposition	Retain for 6 years after claim is closed, then proceed with confidential destruction.
Office of Record	Office of Risk Management
Data Sourced From	Not Applicable
Notes	Retention based on University best practices.

Series Identifier FR025

Title	Insurance Plans
Description	This record series documents the university's insurance policies and plans. This record series may include: policies, plans, contracts, databases, and related correspondence.
Retention	PRM
Event Date	Plan is no longer applicable/paying out
Disposition	After the insurance plan is no longer paying out or applicable to the University, retain a copy permanently in office.
Office of Record	Office of Risk Management
Data Sourced From	Not Applicable
Notes	Retention based on University best practices.

Series Identifier FR026

Title Insurance Verification Requests, Medical
Description This record series documents the verification of medical insurance and claim history by Michigan State University. This record series may include, but is not limited to: requests, Risk Management Information System database, supporting documents, and related correspondence.

Retention IND
Event Date Request is Fulfilled
Disposition Retain in office indefinitely, but for at least 6 years after request is fulfilled.

Office of Record Office of Risk Management

Data Sourced From Risk Management Information System Database

Notes Retention based on federal regulation 45 CFR § 164.530 and University best practices. Materials are kept in electronic format in the Risk Management Information System database. Supporting documents are scanned into the RM Info System database as necessary.

Series Identifier FR027

Title	Insurance Verification Requests, Non-Medical
Description	This record series documents the requests of employees to verify insurance provided by the University. This record series may include, but is not limited to: requests, certificates of insurance, supporting documents, and related correspondence.
Retention	EV+2
Event Date	Request is Fulfilled
Disposition	Retain for 2 years after request is fulfilled, then proceed with confidential destruction.
Office of Record	Office of Risk Management
Data Sourced From	Risk Management Information System Database
Notes	Retention based on University best practices. Records are kept electronically.

Series Identifier FR028

Title	KFS and Concur Supporting Documentation, E-docs
Description	This record series documents the electronic records that support the financial transactions that are processed through the KFS or Concur systems. This series may include, but is not limited to: PCard documentation, purchase orders, invoices, delivery slips, requests for reimbursement, expense reports, and other related documentation. This record series does not include contracts, leases, or agreements.
Retention	FY+10
Event Date	End of Fiscal Year
Disposition	Retain for 10 years after the end of the current fiscal year, then proceed with confidential destruction.
Office of Record	Controller's Office; University Services
Data Sourced From	KFS
Notes	Retention is based on University best practices. This record series refers to the scanned electronic records. Paper copies are addressed below. When scanning records into KFS, please redact any confidential information in compliance with appropriate University standards.

Series Identifier FR030

Title	KFS and Concur Supporting Documentation, Paper
Description	This record series documents the supporting documents in paper format that have been scanned into KFS or Concur as part of the official electronic financial records. This series may include, but is not limited to: PCard documentation, invoices, delivery slips, requests for reimbursement, expense reports, and other related documentation.
Retention	EV+0/1
Event Date	After Scanning Documentation into KFS
Disposition	Retain for 30 days or until transactions have been approved and posted to the general ledger, whichever is longer, then proceed with confidential destruction.
Office of Record	Office/Department/Unit
Data Sourced From	Not Applicable
Notes	Based on University best practices. This record series refers to the paper copies of records that have been scanned into KFS. The scanned electronic records are addressed above. When scanning records into KFS, please redact any confidential information in compliance with appropriate University standards. If a department does not scan supporting documentation into KFS, the paper records must be retained in accordance with the retention period listed in the appropriate record series.
Series Identifier	FR031

Title	MSU Internal Contracts, Grants and Cooperative Agreements
Description	This record series documents the proposal, award, creation, and documentation of contracts, grants and cooperative agreements funded only by internal university awards. These accounts are NOT managed by the Office of Sponsored Programs or Contracts and Grants Administration. This record series may include, but is not limited to: reports, award notifications, Principal Investigator requests, change/amendments to the grant/contract, financial reporting, final program report, final technical report, employee time sheets, payroll transactions, contracts/agreements, and related correspondence.
Retention	END+7
Event Date	Date Final Grant Report is Submitted
Disposition	Retain all materials for 7 years after the final grant report is submitted, then proceed with confidential destruction.
Office of Record	Senior Vice President for Research and Innovation
Data Sourced From	Not Applicable
Notes	Retention based on University best practices. Copies of both funded and unfunded proposals are maintained in the Senior Vice President for Research and Innovation. Unfunded proposals can be maintained by departments until no longer administratively necessary. Grant accounts may be subject to audit; please contact SVPRI for authorization before proceeding with destruction.
Series Identifier	FR032

Title	PCI Program Documentation
Description	This record series documents the university's compliance with Payment Card Industry (PCI) information regulations and the management of PCI transactions. This record series may include, but is not limited to: merchant agreements, employee security statements, self-assessment questionnaires, Cashnet access ARMs, settlement reports, and related correspondence. This record series excludes retention of PCI DSS data, including credit card numbers.
Retention	FY+5
Event Date	Fiscal Year
Disposition	Retain for 5 years after the end of the fiscal year, then proceed with confidential destruction.
Office of Record	Controller's Office; IT Services
Data Sourced From	Not Applicable
Notes	Based on University best practices. If credit card numbers must be maintained in the department/office, retain them for no longer than 18 months.
Series Identifier	FR035

Title	Payroll Documentation
Description	This record series documents the payment of university employees. This record series may include, but is not limited to: pay adjustments, direct deposit authorization forms, withholding cards, payroll deduction notifications, additional payments, special payments, manual distribution payroll applications, special increase request forms, paychecks, and related correspondence.
Retention	CR+6
Event Date	Creation of Record
Disposition	Retain for 6 years after creation of record, then proceed with confidential destruction.
Office of Record	Controller's Office; Human Resources/Payroll
Data Sourced From	SAP; KFS; Department Systems
Notes	Retention based on University best practices. Some material may be in SAP in addition to the transactions in KFS. Some relevant forms may be stored in an employee's personnel file; if so, those forms should be retained for 6 years after the employee is no longer employed at MSU. For information on time sheets, see record series HR052, "Time Records".
Series Identifier	FR036

Title	Procurement Card (PCard) Authorization Documentation
Description	This record series documents the application for use of a procurement card within an university unit or office. This record series may include, but is not limited to: card applications, card holder agreement forms, attestations, procurement card maintenance documents, and related correspondence.
Retention	ACT+5
Event Date	PCard is No Longer Active
Disposition	Retain for 5 years after PCard is no longer active, then proceed with confidential destruction.
Office of Record	University Services
Data Sourced From	KFS
Notes	Retention based on State of Michigan Retention Schedule 31.114.

Series Identifier FR037

Title	Procurement Card (PCard) Documentation
Description	This record series documents the use of procurement, travel, or meeting planner card within an university unit or office. This record series may include, but is not limited to: transaction receipts, maintenance documents, itemized receipts, packing slips, statement of questioned items forms, and related correspondence.
Retention	FY+10
Event Date	End of Fiscal Year
Disposition	Retain for 10 years after the end of the current fiscal year, then proceed with confidential destruction.
Office of Record	Controller's Office; University Services; Any Department/Office/Unit
Data Sourced From	KFS; Concur
Notes	Retention based on University best practices. Some offices may retain material in paper format in place of scanning documents into KFS. If documents are scanned into KFS, retention is the responsibility of the Controller's Office. If documents are not scanned into KFS, retention remains the responsibility of the individual office/department. Please see the "KFS Supporting Documentation" record series for more information.

Series Identifier FR038

Title	Professional Services Contract Documentation
Description	This record series formalizes and documents the management and payment of independent contractors of the university. This record series may include, but is not limited to: professional services contract requisitions, emails, change memorandum, supporting documentation, and related correspondence.
Retention	FY+10
Event Date	End of Fiscal Year or End Date of the Grant
Disposition	Retain for 10 years after the end of the fiscal year or after the grant ends, whichever is later, then proceed with confidential destruction.
Office of Record	University Services
Data Sourced From	KFS
Notes	Retention based on University best practices.

Series Identifier FR039

Title	Purchasing and Requisition Documentation
Description	This record series documents the request and process of purchasing certain supplies or items on university accounts and/or federally funded accounts. This series may include, but is not limited to: purchase orders, requisitions, awarded bids. invoices, invoice approval cover sheets, open orders, preventative maintenance contracts, purchasing orders amendments, supplier renewal notifications, and related correspondence.
Retention	FY+10
Event Date	End of Fiscal Year or End Date of the Grant
Disposition	Retain for 10 years after the end of the fiscal year, or after the date the grant ends, whichever is later, then proceed with confidential destruction.
Office of Record	University Services; Offices/Departments
Data Sourced From	KFS
Notes	Retention based on University best practices. Offices may scan supporting documentation for transactions into KFS. Please see the "KFS Supporting Documentation" record series for more information.

Series Identifier FR040

Title	Real Estate Leases
Description	This record series documents the lease of real estate by the university. This record series may include: leases, supporting documentation, and related correspondence.
Retention	EXP+10
Event Date	Expiration of Lease
Disposition	Retain for 10 years after expiration of lease, then proceed with confidential destruction.
Office of Record	Land Management Office
Data Sourced From	Not Applicable
Notes	Retention based on University best practices.

Series Identifier FR041

Title	Service Request Documentation
Description	This record series documents the request for service by university units. This record series may include, but is not limited to: orders, returns, cancellation notices, material return forms, service request forms, international shipping forms, relocation/moving service forms, pickup requests, transportation forms, and supporting documentation.
Retention	CR+5
Event Date	Creation
Disposition	Retain for 5 years after creation of record, then proceed with confidential destruction.
Office of Record	University Services
Data Sourced From	Not Applicable
Notes	Retention based on University best practices. Records may be stored in electronic format.

Series Identifier FR043

Title	Sponsored Program Records, Federal & State Contracts, Grants and Cooperative Agreements
Description	This record series documents the proposal, award, and other documentation related to federal and state contracts, grants and cooperative agreements. This record series may include, but is not limited to: proposal submission, award notification, award modifications and amendments, agency approvals, project technical and financial reports, and other project related correspondence.
Retention	END+3
Event Date	Date of final technical report submission, final financial report submission or date of final payment, which
Disposition	Retain all material for 3 years after the event date noted above, or as directed by the agreement, then proceed with confidential destruction. See CGA Account Explorer for final destruction date.
Office of Record	Office of Sponsored Programs; Contract and Grant Administration
Data Sourced From	KFS; KC; SAP
Notes	Retention based on federal & state regulations, including 2 CFR 200 -Uniform Administrative Requirements, Cost Principles, & Audit Requirements for Federal Awards, and University best practices. Records are maintained in paper and electronic systems, including KFS, Account Explorer, SAP, and Quali Coeus. Grant records are housed in numerous offices, including Purchasing, Payroll, and individual departments. CGA may contact departments as needed in case of audit. Grant records are frequently subject to audit and must be maintained until the audit is completed. Please check with CGA prior to authorizing destruction.
Series Identifier	FR044

Title	Sponsored Program Records, Non-Federal, Non-State Contract, Grants and Cooperative Agreements
Description	The record series documents the proposal, award, and other documentation related to non-federal, non-state contracts, grants and cooperative agreements. This record series may include, but is not limited to: proposal submission, award notification, award modifications and amendments, agency approvals, project technical and financial reports, and other project related correspondence.
Retention	END+3
Event Date	Date of the final technical report submission, final financial report submission or date of final payment, w
Disposition	Retain all materials for 3 years after the event date noted above or as directed by the agreement, then proceed with confidential destruction. See CGA Account Explorer for final destruction date.
Office of Record	Office of Sponsored Programs; Contract and Grant Administration
Data Sourced From	KFS; KC; SAP
Notes	Retention based on agency identified terms and conditions; however, if none are provided, then retention is based on standard procedures for State and Federal agreements. Records are maintained in paper and electronic systems, including KFS, Account Explorer, SAP, and Quali Coeus. Grant records are housed in numerous offices, including Purchasing, Payroll, and individual departments. CGA may contact departments as needed in case of audit. Grant records are frequently subject to audit and may be prone to changes in retention. Please check with CGA prior to authorizing destruction.
Series Identifier	FR045

Title	Strategic and Major Contract Files
Description	This record series documents the files for particular contracts and agreements which are determined by University Services to have long-term value to the university. This record series may include, but is not limited to: strategic sourcing agreements, purchase orders, request for proposals, and supporting documentation.
Retention	EXP+10
Event Date	Contract Expires
Disposition	Retain for 7 years after contract expires, or is no longer in use by a federally funded account, then proceed with confidential destruction.
Office of Record	University Services
Data Sourced From	Not Applicable
Notes	Retention based on University best practices. Strategic contracts are identified by University Services.

Series Identifier FR046

Title	Tax Form Documentation
Description	This record series documents the collection, maintenance, and publication of information required for federal and state tax purposes. This record series may include, but is not limited to: tax forms issued annually (1099-MISC, 1042-S, W-2G, W-2, 1098-t, etc.), records of tax collected (excise, sales and use tax, etc.), reports, publications, and related correspondence.
Retention	EV+6
Event Date	Required due date for issuance
Disposition	Retain for 6 years after issuance due date, then proceed with confidential destruction.
Office of Record	Controller's Office
Data Sourced From	Not Applicable
Notes	Retention based on University best practices and IRS/State of Michigan requirements.

Series Identifier FR047

Title	Travel Documentation
Description	This record series documents the reimbursement of employees for university related business and travel. This series may include, but is not limited to: requests for reimbursements, pre-trip travel authorizations, reimbursement worksheets, expense reports, itemized receipts, disbursement vouchers, travel cash advance forms, Concur Travel Requests, Concur Expense Reports, Concur Cash Advances, written requests to travel office, reconciliation worksheets, distribution of income and expense e-docs, supporting documentation, and related correspondence.
Retention	FY+10
Event Date	End of Fiscal Year
Disposition	Retain for 10 years after end of current fiscal year, then proceed with confidential destruction.
Office of Record	Controller's Office; Office/Department/Unit
Data Sourced From	KFS; Concur
Notes	Retention based on University best practices. For the periods prior to the implementation of Concur (circa FY2020), pre-travel authorization forms may be maintained in the office/department/unit. Offices may scan supporting documentation for transactions into KFS. All Concur documentation (Requests, Expense Reports, etc.) is maintained in the Concur system. Please see the "KFS Supporting Documentation" record series for more information. Under Concur, all trip Requests and Expense reports are maintained in Concur.
Series Identifier	FR048

Title	University Financial Reports
Description	This record series documents the reports generated by University financial systems for federal, state and internal purposes. This record series may include, but is not limited to: reports, databases, data warehouse records, and related correspondence.
Retention	PRM
Event Date	Creation
Disposition	Retain permanently. Transfer one copy to University Archives for permanent retention.
Office of Record	Office of Planning and Budget
Data Sourced From	Not Applicable
Notes	Retention based on University best practices.
Series Identifier	FR049

Title	University Financial Statements
Description	This record series documents the official reporting of the institution's financial progress. The series may include, but is not limited to: university financial statements and related correspondence.
Retention	PRM
Event Date	Creation
Disposition	Retain permanently. Transfer one copy to University Archives for permanent retention.
Office of Record	Controller's Office
Data Sourced From	Not Applicable
Notes	Based on University best practices.
Series Identifier	FR050