

FINANCE OFFICE – MANAGEMENT ACCOUNTING

RETENTION SCHEDULE

NOVEMBER 2010

## FINANCE OFFICE – MANAGEMENT ACCOUNTING

### ACTIVITY AREAS

- 1 Academic Programmes of Study
- 2 Budget Process
- 3 Credit check
- 4 European Projects
- 5 General Ledger
- 6 Journals
- 7 Monthly Financial Reporting
- 8 Research Project Account
- 9 Scheme of Delegation
- 10 Teaching Income Model
- 11 TRAC

<u>Activity Area</u>	<u>Name of record</u>	<u>To Records store (Inactive Period i.e. each session)</u>	<u>Suggested retention period</u>	<u>Method of disposal</u>  (Archive\Shred)	<u>Authorised by:</u>
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Academic Programmes of Study	Financial model database - (University academic programmes)	Current year + 1 year	Current financial year + 1 year	Delete	Management Accountant
Budget Process	Detailed organisational budget information	Current year + 1 year	Current financial year + 1 year	Shred\Delete	Management Accountant
Budget Process	Members copies of committee papers	Current year + 1 year	Current year + 1 year	Shred\Delete	Management Accountant
Credit Check	Credit Check request form	0	Until credit check has been processed	Shred	Management Accountant
European Projects	EU Project misc project paperwork (including correspondence with funding body\lead partner)	After final audit	As stipulated by EU funding body	Shred\Delete	Management Accountant
European Projects	PAF	After final audit	As stipulated by EU funding body	Shred\Delete	Management Accountant
European Projects	Grant agreement and partnership agreement	After final audit	As stipulated by EU funding body	Shred\Delete	Management Accountant
European Projects	submitted financial claim forms	After final audit	As stipulated by EU funding body	Shred\Delete	Management Accountant

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European Projects	purchase invoices and journal paperwork.	After final audit	As stipulated by EU funding body	Shred\Delete	Management Accountant
General Ledger	Delegated Authority (Discoverer Financials/OFRS Access)	N/A	Hardcopy retained until scanned. Electronic copy retained until Superseded	Delete\Shred	Management Accountant
Journals	Expenditure Transfer Forms/Email correspondence requesting the action of transfers	N/A	Current financial year + 1 year	Shredded	Management Accountant
Monthly Financial Reporting	Committee report	Current year + 1 year	Current financial year + 1 year	Shred\Delete	Management Accountant
Research Project Account	Project Analysis Spreadsheets	Closure of account +2 years	End of Project (Grant) + 6 years (or longer if stipulated by funder)	Delete\Shred	Management Accountant
Research Project Account	Misc project correspondence and paperwork	Closure of account +2 years	End of Project (Grant) + 6 years (or longer if stipulated by funder)	Delete\Shred	Management Accountant
Research Project Account	PAF	Closure of account +2 years	End of Project (Grant) + 6 years (or longer if stipulated by funder)	Delete\Shred	Management Accountant
Research Project Account	Project costings	Closure of account +2 years	End of Project (Grant) + 6 years (or longer if stipulated by funder)	Delete\Shred	Management Accountant

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Research Project Account	Project contracts	Closure of account +2 years	End of Project (Grant) + 6 years (or longer if stipulated by funder)	Delete\Shred	Management Accountant
Scheme of Delegation	Delegated Authority Forms	0	Until superseded + 1 year	Hardcopy scanned into electronic file and shredded	Management Accountant
Staff Appointment	Staff appointment form	N/A	Termination of employment + 6 years (Electronic)	Appointment form scanned into electronic file and shredded	Management Accountant
Staff Appointment	corresponding budget details	N/A	Termination of employment + 6 years (Electronic)	Deleted	Management Accountant
Teaching Income Model	Financial model database (allocation of funds to Schools)	Current year + 1 year	Current financial year + 1 year	Delete	Management Accountant
TRAC	TAS Forms completed	N/A	Retained until input into spreadsheet + 1 year	Shred	Management Accountant
TRAC	Spreadsheet	N/A	Current tax year + 6 years	Delete\Shred	Management Accountant