

LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE 11/8/2013

ACCOUNTS PAYABLE

Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
AP-1	Appropriations of Expenditure Codes	List of cost center codes for all College expenditures	6 years after superseded or obsolete	General 9[9] b
AP-2	Metrics Reports	Reports prepared for the VP of Administration and Finance about department's goals and plans	6 years	General 23[23] b
AP-3	Accounting Ledgers, Registers, and Journals	Including general ledger, subsidiary ledgers electronic funds transfer (EFT) reconciliations	6 years after last entry	Fiscal 1[199], 2[200], 3[201] and 4[202]
AP-4	Petty Cash (Imprest) Account Records	Cash transaction record showing cash received from collection of various fees and petty cash disbursed	6 years	Fiscal 5[203]
AP-5	Notices of Encumbrance	Records indicating funds encumbered and amount remaining unencumbered	6 years	Fiscal 8[206]

This Schedule lists records whose OFFICIAL copies are kept in your department. DUPLICATE copies of records whose official copies are kept elsewhere are not listed. DUPLICATE copies should be destroyed as soon as no longer needed.

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AP-6	Intermediate Disbursement Records	Intermediary fiscal record of receipts and disbursements, including but not limited to detail record, analysis, proof sheet or trial balance worksheet	6 years	Fiscal 10[208]
AP-7	Payments Records--With Purchase Order	Records of payments to vendors when there is a purchase order, including notices of encumbrance, vouchers, invoices, packing slips/receiving reports, and other supporting documentation	6 years	Fiscal 10[208], 12[210] b, and 32[229]
AP-8	Payments Records-- Without Purchase Order	Direct payments to vendors via voucher processing through the New York City Financial Management System (FMS) where there is no purchase order, including supporting documentation	6 years	Fiscal 10[208] and 32[229]

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AP-9	Credit Card Records	Credit card records, documenting payments received by credit cards or electronic transactions, including credit card payment receipts and statements showing amounts of payments received and fees deducted	6 years	Fiscal 19[721]
AP-10	Banking Records	Banking communications, including but not limited to bank statement, reconciliation, notification of voiding or return of check, cancellation of payment, positive pay records, or other notices for checking or savings account	6 years	Fiscal 25[217]
AP-11	No Good (NG) Checks	Bad checks	6 years	Fiscal 25[217]
AP-12	Canceled Checks	Canceled checks, including voided checks	6 years	Fiscal 26[218]
AP-13	Check Stubs	Copy of check or check stub	6 years	Fiscal 27[219]
AP-14	Deposit Slips	For departmental accounts	6 years	Fiscal 31[223]

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AP-15	Journal Transfers	State or federal-state reimbursement claim file, including but not limited to summary and detail of claim, worksheets, and other supporting documents	6 years	Fiscal 33[231]
AP-16	Refunds of Appropriations	Requests for refunds of appropriations that are sent to the New York State Office of the State Comptroller	6 years	Fiscal 36[234] b and 41[242]
AP-17	Financial Statements/Fiscal Reports-- Other than Annual	Daily, weekly, monthly, quarterly, or other periodic fiscal reports, including but not limited to daily funds report, daily cash report, statement of monthly balances, recapitulation of disbursements, departmental reports, and other reports not listed elsewhere in this schedule	6 years	Fiscal 39[238]
AP-18	Financial Statements/Fiscal Reports--Annual/Final	Official copy, when not included in minutes	Permanent	Fiscal 40[239] a

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AP-19	Reimbursement Records	Verification of travel expenses, including but not limited to certificate of accuracy and receipts	6 years	Fiscal 42[243]
		For purchases made by faculty or staff that is not related to travel	6 years	Fiscal 32[229] and Purchasing 1[496]
AP-20	Charge Back Records	Showing specific fund to be charged for in-house expenditure	6 years	Purchasing 9[724]

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