

Auxiliary Services - Distribution Services

This schedule applies to records in all formats

item #	Record Title	Description	Retain in Office	Retain in Archives	Total	Comments
1	Accounts	UPS, PO boxes, CAPS accounts	CY + 1 year	0	2 years	
2	Contracts	For purchase and servicing of mailing equipment	A + 15 years	0	A + 15 years	Original is sent to the Finance Department, copy is kept in the office.
3	Dock Log	Daily log listing who sent and received the shipment	A + 6 months	0	6 months	Kept by month in file cabinets in the dock. Does not include tracking numbers.
4	Garment Check Sheets	Sheets documenting Cintas and other laundry shipments	CY + 1 year	0	2 years	Finance gets one copy, other copy stays in filing cabinet in the dock.
5	Media bag tags	Copies of tags from international shipments	CY + 2 years	0	3 years	
6	Postage due	Logs, departmental bill backs, business reply accounts	CY + 2 years	0	3 years	Kept electronically on an excel spreadsheet

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7	Receipts	Certified and express mail receipts, general shipping receipts, packing slips, bills of lading, etc.	A	0	A	These receipts are sent with the shipment to the departments, and in the case of bills of lading, a copy goes to the finance department. Distribution Services does not keep copies of these documents.
8	Requests for service		CY + 2 years	0	3 years	Electronic system for requests for service is not fully implemented.
9	UPS statements		CY + 2 years	0	3 years	Kept electronically in PDF format
10	Drinking water sheets	Logs of all water shipments to the museum	CY + 1 year	0	2 years	