

Finance - Accounts Payable

This schedule applies to records in all formats

item #	Record Title	Description	Retain in Office	Retain in Archives	Total	Comments
1	Accounts payable distribution report	also known as aging of payables	4 years	0	4 years	
2	Accounts payable vouchers	for art purchases and capital projects (attached to invoices/pay-tos)	CY + 1 year	P	P	
3	Accounts payable vouchers	for general/routine purchases, travel (attached to invoices/pay-tos)	CY + 1 year	5 years	7 years	
4	Cash disbursement journals		CY + 4 years	2 years	7 years	no longer created 12/23/2002
5	Check registers		7 years	0	7 years	on CDROM
6	Checks, canceled	for art purchases	CY + 5 years	P	P	on CDROM
7	Checks, canceled and voided	for general operating expenses	7 years	0	7 years	
8	Credit card reconciliations		7 years	0	7 years	
9	Credit card slips		7 years	0	7 years	

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10	Credit card statements		7 years	0	7 years	
11	Detail of expenses ledger	included in data processing system	CY + 1 year	P	P	electronic record – copy to CD and send to archives
12	Invoices	for art purchases (attached to vouchers)	CY + 1 year	P	P	
13	Invoices from vendors	for general/routine purchases, travel (attached to vouchers)	CY + 1 year	5 years	7 years	
14	Pay To's	for art purchases (attached to vouchers/invoices)	CY + 1 year	P	P	
15	Pay To's	for general/routine expenses, travel (attached to vouchers/invoices)	CY + 1 year	5 years	7 years	
16	Vendor payment history		4 years	0	4 years	backed up electronic record